

**Canadian Northern Economic Development Agency  
(CanNor)**

**2020-2021 Annual Report to Parliament on the  
*Privacy Act***

Cat. No R105-4/2E-PDF (English)

ISSN 2564-4890

## 1. Introduction

The *Privacy Act* provides Canadian citizens and people present in Canada the right of access to, and correction of, information about them that is held by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose, and dispose of any personal information.

This report summarizes the activities of CanNor in implementing the *Act*, and fulfils the requirement under Section 72, which stipulates that, "The head of every government institution shall prepare for submission to Parliament an annual report on the administration of this *Act* within the institution during each financial year."

### Mandate

CanNor works with partners to advance economic development in Canada's territories. The Agency supports, invests in and advocates for national, territorial and community level economic development; fosters growth and innovation; contributes to building capacity; and invests in foundational economic development projects in the territories. In addition, through the Northern Projects Management Office the Agency coordinates federal participation in the territorial environmental review processes and maintains the Crown consultation record for major projects.

The Agency works closely with all federal partners to advance a whole of government approach to economic development in the territories.

As part of the ISED portfolio, CanNor supports the implementation of the Government of Canada priorities and the mandate letter for the Minister of Economic Development and Official Languages.

## 2. Organizational Structure

For the purposes of the *Privacy Act*, the President of CanNor has delegated powers, duties and functions under the *Act* to the Corporate Secretary who performs the role of ATIP Coordinator responsible for leading the ATIP Program. The ATIP Coordinator administers the *Act* with assistance from an Administrative Officer. Assistance may also be obtained via a service agreement with Innovation, Science, and Economic Development (ISED) in accordance with section 73.1 of the *Privacy Act*.

The ATIP Coordinator is accountable for the development, coordination, and implementation of effective policies, guidelines, systems, and procedures to meet responsibilities under the *Act*, and to permit processing requests, and disclosure of information. Additionally, the ATIP Coordinator provides strategic support and advice to the executive management of the Agency regarding the administration of the ATIP program, and is responsible for all privacy activities and operations pursuant to the *Act* such as:

- processing and responding to all formal requests and interdepartmental consultations under the *Privacy Act*;
- providing strategic advice to the Agency about privacy-related issues;
- preparing guidance documents in support of privacy legislation;
- updating and registering personal information banks;
- preparing the Annual Report to Parliament on the *Privacy Act*;
- training employees on their roles and responsibilities under the *Privacy Act*; and
- replying to informal inquiries.

### 3. Delegation Order

The President's *Privacy Delegation Order* (Annex A) was updated on March 23, 2020. It provides delegated authority to the Corporate Secretary and the Manager, IM/IT and Chief Information Officer.

### 4. Performance 2020-2021

CanNor's 2020-2021 Statistical Report on the *Privacy Act* is attached as Annex B. The following is an overview of key data on CanNor's performance for the fiscal year:

#### a) Requests Received Under the *Privacy Act*

CanNor did not receive any requests during the 2020-2021 fiscal year. No informal requests were received or processed outside the *Privacy Act* during this reporting period or during the 2019-2020 or 2018-2019 reporting periods.

The following table shows a comparison for the past three years with respect to Privacy requests.

<b>Privacy Requests</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Received during reporting period	1	0	0
Outstanding from previous reporting period	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>
Closed during reporting period	1	0	0
Carried over to next reporting period	0	0	0

#### b) Consultations Received from other Government of Canada Institutions

No consultations from other Government of Canada Departments were received during 2020-2021 and none were carried forward from 2019-20. During the 2019-2020 reporting year, no consultations were received from other Government of Canada Departments and none were carried over from the previous year.

The following table shows the comparison for the past three years with respect to Consultation requests.

<b>Consultation Requests</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Received during reporting period	0	0	0
Outstanding from previous reporting period	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Closed during reporting period	0	0	0
Carried over to next reporting period	0	0	0

#### c) Impacts of COVID-19-related Measures and Implemented Mitigation Measures

From the start of the pandemic, including the time period of April 1, 2020, to March 31, 2021, CanNor's ATIP Coordinator and Administrative Officer were provided with network access from their home in order to respond to Access to Privacy requests as well as consultation requests received from other Government of Canada institutions. Outside of periodic, locally mandated stay-at-home orders, office building access was available on an as needed basis in case any non-electronic documents or documents labelled "Secret" needed to be reviewed. However, the Agency did not receive any requests during this time period, therefore, COVID-19-related measures had no impact on its ability to fulfil its responsibilities under the *Privacy Act*.

## **5. Training and Awareness**

Informal briefings were provided to CanNor employees on the administration of the *Privacy Act*, the processing of privacy requests, and guidance on the informal release of records and updating personal information banks and privacy notice statements. These were conducted one-on-one as needed by way of video or phone call. To raise awareness to employees, an email was sent in the early months of the pandemic to remind colleagues of information management practices in light of working remotely and the use of platforms such as Zoom and MSTeams and their associated chat functions.

## **6. Policies, Guidelines, Procedures and Initiatives**

The Agency did not implement or amend any institution-specific Privacy policies, guidelines, procedures or initiatives during the reporting period.

## **7. Summary of Key Issues and Actions Taken on Complaints or Audits**

There were no complaints received concerning the administration of the *Privacy Act*, and no audits, investigations or appeals to the Federal Court were undertaken.

## **8. Monitoring Compliance**

As the official responsible for completion timelines, the Corporate Secretary and ATIP Coordinator is made aware of new and outstanding requests on a continual basis. A shared request database is used when processing Privacy requests which tracks deadlines and allows for effective monitoring.

## **9. Material Privacy Breaches**

No material privacy breaches occurred during the 2020-2021 reporting period.

## **10. Privacy Impact Assessment**

During the reporting period, CanNor did not complete any *Privacy Impact Assessments* and no assessments were forwarded to the Office of the Privacy Commissioner.

## **11. Public Interest Disclosures**

There were no disclosures pursuant to paragraph 8(2)(m) for the 2020-2021 period.

## Annex A – Privacy Act Delegation Order

### Privacy Act – Delegation Order

Pursuant to the powers of designation conferred upon me by Section 73(1) of the *Privacy Act*, the persons exercising the functions or positions of Manager, IM/IT and Chief Information Officer (position number 000139900), and Corporate Secretary (position number 146270) and their respective successors, including in their absence, a person or officer designated in writing to act in the place of the holder of any such functions or positions are hereby designated to exercise those powers, duties or functions of the President as the Head of the government institution under the *Act*, and as set out in the attached Schedule A and B.

### Loi sur la protection des renseignements personnels - Ordonnance de délégation de pouvoirs

En application des pouvoirs de désignation qui me sont conférés en vertu de l'article 73(1) de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente les employés exerçant des fonctions ou occupant le poste de **Gestionnaire, GI / TI et dirigeant principal de l'information** (numéro de poste 000139900) et le Secrétaire Général (numéro de poste 146270) et les employés qui les succéderont, y compris les employés qui les remplacent en leur absence, ou toute personne ou agent désigné par écrit pour les remplacer à exercer ces pouvoirs, responsabilités ou fonctions dévolus au président en tant que Chef de cette institution administrative en vertu de la *loi*, et tels qu'énoncés dans l'annexe A et B, ci-jointes.

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President - Canadian Northern Economic Development Agency  
Présidente - Agence canadienne de développement économique du Nord

Dated at Ottawa, the 23rd of March, 2020  
Signé à Ottawa, le 23 mars, 2020

**CANADIAN NORTHERN ECONOMIC DEVELOPMENT AGENCY**  
**SCHEDULE TO DELEGATION ORDER**

**DESIGNATION PURSUANT TO SECTION 73 OF THE PRIVACY ACT**

**Sections and Powers, Duties or Functions**

- 8(2) Disclose personal information without the consent of the individual to whom it relates
- 8(4) Keep copies of requests made under 8(2)(e), keep records of information disclosed pursuant to such requests and to make those records available to Privacy Commissioner
- 8(5) Notify the Privacy Commissioner in writing of disclosure under paragraph 8(2)(m)
- 9(1) Retain a record of use of personal information
- 9(4) Notify the Privacy Commissioner of consistent use of personal information and update index accordingly
- 10 Include personal information in personal information banks
- 11(a) Publish annually an index of all personal information banks and their respective contents
- 11(b) Publish annually an index of all personal information held by the institution which is not part of a bank
- 14 Respond to request for access, within statutory deadline; give access or give notice
- 15 Extend time limit and notify applicant
- 16 Where access is refused
- 17(2)(b) Language of access or alternative format of access
- 17(3)(b) Access to personal information in alternative format
- 18(2) May refuse to disclose information contained in an exempt bank
- 19(1) Shall refuse to disclose information obtained in confidence from another government
- 19(2) May disclose any information referred to in 19(1) if the other government consents to the disclosure or makes the information public
- 20 May refuse to disclose information injurious to federal-provincial affairs
- 21 May refuse to disclose information injurious to international affairs and/or defence
- 22 May refuse to disclose information injurious to law enforcement and investigation
- 23 May refuse to disclose information injurious to security clearances
- 24 May refuse to disclose information collected by the Canadian Penitentiary Service, the National Parole Service or the National Parole Board

- 25 May refuse to disclose information injurious to which could threaten the safety of individuals
- 26 May refuse to disclose information about other individuals, and shall refuse to disclose such information where disclosure is prohibited under section 8
- 27 May refuse to disclose information subject to solicitor-client privilege
- 28 May refuse to disclose information relating to an individual's physical or mental health where disclosure is contrary to the best interests of the individual
- 31 Receive notice of investigation by the Privacy Commissioner
- 33(2) Make representations to the Privacy Commissioner during an investigation
- 35(1) Receive the Privacy Commissioner's report of findings of the investigation and give notice of action taken
- 35(4) Give complainant access to information after 35(1)(b) notice
- 36(3) Receive Privacy Commissioner's report of findings of investigation of exempt
- 37(3) Receive report of Privacy Commissioner's findings after compliance investigation where the institution has not complied with sections 4 to 8
- 51(2)(b) Request that matter be heard and determined in National Capital Region
- 51(3) Request and be given right to make representations in Section 51 hearing
- 72(1) Prepare Annual Report to Parliament
- 77 Carry out responsibilities conferred on the head of the institution by the regulations made under section 77 which are not included above

**CANADIAN NORTHERN ECONOMIC DEVELOPMENT AGENCY**  
**SCHEDULE TO DELEGATION ORDER**

**DESIGNATION PURSUANT TO SECTION 73 OF THE PRIVACY ACT**

**Sections and Powers, Duties or Functions**

- 10 Include personal information in personal information banks
- 11(a) Publish annually an index of all personal information banks and their respective contents
- 11(b) Publish annually an index of all personal information held by the institution which is not part of a bank
- 15 Extend time limit and notify applicant
- 31 Receive notice of investigation by the Privacy Commissioner



**Annex B – Statistical Report on the *Privacy Act***

**Section 1: Requests Under the *Privacy Act***

**1.1 Number of requests**

	<b>Number of Requests</b>
Received during reporting period	0
Outstanding from previous reporting period	0
<b>Total</b>	0
Closed during reporting period	0
Carried over to next reporting period	0

**Section 2: Requests Closed During the Reporting Period**

**2.1 Disposition and completion time**

<b>Disposition of Requests</b>	<b>Completion Time</b>							<b>Total</b>
	<b>1 to 15 Days</b>	<b>16 to 30 Days</b>	<b>31 to 60 Days</b>	<b>61 to 120 Days</b>	<b>121 to 180 Days</b>	<b>181 to 365 Days</b>	<b>More Than 365 Days</b>	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

## 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

## 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

## 2.4 Format of information released

Paper	Electronic	Other
0	0	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

### 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

**2.5.3 Other complexities**

<b>Disposition</b>	<b>Consultation Required</b>	<b>Legal Advice Sought</b>	<b>Interwoven Information</b>	<b>Other</b>	<b>Total</b>
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	0	0	0	0	0

**2.6 Closed requests**

**2.6.1 Number of requests closed within legislated timelines**

	<b>Requests closed within legislated timelines</b>
<b>Number of requests closed within legislated timelines</b>	0
<b>Percentage of requests closed within legislated timelines (%)</b>	0

## 2.7 Deemed refusals

### 2.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

### 2.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timelines Where an Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

## 2.8 Requests for translation

<b>Translation Requests</b>	<b>Accepted</b>	<b>Refused</b>	<b>Total</b>
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

### Section 3: Disclosures Under Subsections 8(2) and 8(5)

<b>Paragraph 8(2)(e)</b>	<b>Paragraph 8(2)(m)</b>	<b>Subsection 8(5)</b>	<b>Total</b>
0	0	0	0

### Section 4: Requests for Correction of Personal Information and Notations

<b>Disposition for Correction Requests Received</b>	<b>Number</b>
Notations attached	0
Requests for correction accepted	0
<b>Total</b>	0

## Section 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
0	0	0	0	0	0	0	0	0

### 5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater								0
<b>Total</b>	0	0	0	0	0	0	0	0

**Section 6: Consultations Received From Other Institutions and Organizations****6.1 Consultations received from other Government of Canada institutions and other organizations**

<b>Consultations</b>	<b>Other Government of Canada Institutions</b>	<b>Number of Pages to Review</b>	<b>Other Organizations</b>	<b>Number of Pages to Review</b>
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over to the next reporting period	0	0	0	0



### 6.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

### 6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0



**7.2 Requests with Privy Council Office**

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

**Section 8: Complaints and Investigations Notices Received**

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

**Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)**

**9.1 Privacy Impact Assessments**

Number of PIA(s) completed	0
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**9.2 Personal Information Banks**

Personal Information Banks	Active	Created	Terminated	Modified
	0	0	0	0

**Section 10: Material Privacy Breaches**

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

**Section 11: Resources Related to the *Privacy Act***

**11.1 Costs**

Expenditures		Amount
Salaries		\$0
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$0</b>

**11.2 Human Resources**

<b>Resources</b>	<b>Person Years Dedicated to Privacy Activities</b>
Full-time employees	0.000
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	0.000