



Farm Products Council
of Canada

Conseil des produits agricoles
du Canada

**Farm Products Council of Canada
2021-2022
Annual Report to Parliament on
the *Privacy Act***

Canada 

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the *Privacy Act***

APRIL 1, 2021 - MARCH 31, 2022

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B. Report on Privacy Act

B1. Introduction

The *Privacy Act* (PA) was proclaimed into force on July 1, 1983.

The PA extends to individuals the right of access to information, about themselves held by the Government, and subject to specific and limited exceptions. The PA also protects individuals' privacy by preventing others from having access to their personal information and gives individuals substantial control over the collection, use, and disclosure by the federal government of such information.

Section 72 of the PA requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of the PA within the institution during each financial year.

This Annual Report on the administration of the PA is prepared and tabled in Parliament in accordance with section 72 of the PA. It is intended to describe how the Farm Products Council of Canada (FPCC) administered its responsibilities during fiscal year 2021-2022.

FPCC's Mandate

The FPCC was established in 1972 under the *Farm Products Agencies Act* (the Act) as a unique public interest oversight body which reports to Parliament through the Minister of Agriculture and Agri-Food (The Minister).

The FPCC, headed by a Chairperson (Deputy Head) appointed by the Governor in Council, is composed of up to seven members of which at least half must be primary producers at the time of their appointment.

The Act provides for the creation of National Marketing Agencies and Promotion Research Agencies. There are currently four Marketing Agencies: Canadian Hatching Egg Producers, Chicken Farmers of Canada, Egg Farmers of Canada and Turkey Farmers of Canada. There are also two Promotion Research Agencies, the Canada Beef Check-Off Agency and the Canadian Pork Promotion and Research Agency. The FPCC supervises and works with these agencies to ensure that the supply management system for poultry and eggs and promotion research activities for beef cattle and pork work in the balanced interest of all stakeholders, from producers to consumers, and can evolve to respond to current and future challenges.

The FPCC also provides advice and recommendations to the Minister, collaborates with provincial supervisory boards and actively works with the Department and other Agriculture and Agri-Food Portfolio Organizations.

B2. Organizational Structure

The Director of Corporate and Governmental Affairs has delegated authority to oversee the administration of the *Privacy Act* within Farm Products Council of Canada and to ensure compliance with the legislation. FPCC currently has one ATIP Coordinator and also relies on Agriculture & Agri-Food Canada (AAFC) as its service provider to the organization.

B3. Delegation Order

Section 73 of the *Privacy Act* provides for the Minister, as head of Agriculture & Agri-Food Canada, to delegate the powers, duties and functions designated by the *Act*.

The approved FPCC Delegation Order is provided in [Annex A](#).

Delegation of Authority Instrument for the Administration of the *Privacy Act*

The FPCC Delegation of Authority Instrument is provided in [Annex B](#).

B4. Performance 2021-2022

FPCC responded to 100% of the requests within the legislated timelines with the 1 request being completed in 1-30 days.

There are no active requests or complaints outstanding from previous periods as well as no requests for consultation from other institutions.

Working remotely due to COVID-19 had no impact on FPCC's ability to fulfill its *Privacy Act* responsibilities.

The FPCC 2021-2022 statistical reports on the *Privacy Act* is included.

B5. Training and Awareness

No training activities were undertaken during the 2021-2022 reporting period.

B6. Policies, Guidelines, Procedures and Initiatives

FPCC did not implement any new policies, guidelines, procedures or initiatives on the administration of the *Privacy Act* for the 2021-2022 reporting period.

B7. Summary of Key Issues and Actions Taken on Complaints

No complaints were received or concluded during the reporting period.

B8. Monitoring Compliance

No monitoring was conducted during the reporting period.

B9. Material Privacy Breaches

FPCC did not implement any policies, guidelines, or procedures during the reporting period.

B10. Privacy Impact Assessments

FPCC did not complete any PIAs during the reporting period.

B11. Public Interest Disclosures

No disclosures were made under paragraph 8 (2)(m) of the *Privacy Act* during the reporting period.

PRIVACY ACT DESIGNATION ORDER

(Farm Products Council of Canada)

The Minister of Agriculture and Agri-Food, pursuant to section 73 of the Privacy Act, hereby designates the persons of the Department holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and perform the duties and functions of the Minister as the Head of a government institution, under the sections of the Act set out in the schedule opposite each position. This Designation Order supersedes all previous Designation Orders.

JUL 29 2019

Date



Minister of Agriculture & Agri-Food Canada

Delegation of authority instrument for the administration of the *Privacy Act*

Sections of the Privacy Act	Powers, Duties or Functions	Deputy Head	Director, Corporate and Governmental Affairs (CFO)	Director, Regulatory and Sectoral Affairs	Manager
8(2)(j)	To disclose personal information for research of statistical purposes.	X	X	X	-
8(2)(m)	To disclose personal information in the public interest or to benefit an individual.	X	X	X	-
8(4)	To maintain records of requests from investigative bodies.	X	X	X	-
8(5)	To notify the Privacy Commissioner of disclosures in the public interest.	X	X	X	-
9(1)	To maintain record of any use not included in Info Source Bulletin and attach to the personal information involved.	X	X	X	-
9(4)	To notify the Privacy Commissioner of consistent use of personal information and update index.	X	X	X	-
10	To include personal information in personal information banks.	X	X	X	-
14	To notify applicant and to give access to the record.	X	X	X	X
15	To extend time limit and notify applicant.	X	X	X	-
17(2)(b)	To determine the necessity for translation or interpretation of record.	X	X	X	X
17(3)(b)	Access to personal information in alternative format.	X	X	X	X
18(2)	To refuse to disclose information contained in an exempt bank.	X	X	X	-

Sections of the Privacy Act	Powers, Duties or Functions	Deputy Head	Director, Corporate and Governmental (CFO)	Director, Regulatory and Sectoral Affairs	Manager
19(1)	To exempt personal information obtained in confidence from another government.	X	X	X	-
19(2)	To disclose with consent of the other government.	X	X	X	-
20	To exempt personal information re: federal-provincial affairs.	X	X	X	-
21	To exempt information re: international affairs and defense.	X	X	X	-
22	To exempt information re: law enforcement and investigations.	X	X	X	-
22.3	To exempt information re: <i>Public Servants Disclosure Protection Act</i> .	X	X	X	-
22.4	National Security and Intelligence Committee	X	X	X	-
23	To exempt information re: security clearances.	X	X	X	-
24	To exempt personal information re: individuals sentenced for an offense.	X	X	X	-
25	To exempt personal information re: safety of individuals.	X	X	X	-
26	To exempt personal information about another individual.	X	X	X	-
27	To exempt personal information re: solicitor-client privilege.	X	X	X	-
27.1	Patent or Trademark privilege	X	X	X	-
28	To exempt personal information re: medical records.	X	X	X	-
33(2)	To make representations to the Privacy Commissioner during an investigation.	X	X	X	-
35(1)	To respond to Privacy Commissioner's	X	X	X	-

	recommendations.				
35(4)	To provide access to applicant pursuant to Privacy Commissioner's recommendation.	X	X	X	-
Sections of the Privacy Act	Powers, Duties or Functions	Deputy Head	Director, Corporate and Governmental Affairs (CFO)	Director, Regulatory and Sectoral Affairs	Manager
36(3)	To receive Privacy Commissioner's report of findings of investigation of exempt bank.	X	X	X	-
37(3)	To receive report of Privacy Commissioner's findings after compliance investigation.	X	X	X	-
51(2)(b)	To request that section 51 hearings be held in the National Capital Region.	X	X	X	-
51(3)	To request and be given right to make representations in section 51 hearings.	X	X	X	-
72(1)	To prepare an annual report to Parliament.	X	X	X	-

Section of the Privacy Regulations	Powers, Duties or Functions	Deputy Head	Director, Corporate and Governmental Affairs (CFO)	Director, Regulatory and Sectoral Affairs	Manager
9	Reasonable facilities and time provided to examine personal information.	X	X	X	-
11(2)	Notification that correction to personal information has been made.	X	X	X	-
11(4)	Notification that correction to personal information has been refused.	X	X	X	-

13(1)	Disclosure of personal information relating to physical or mental health may be disclosed to a duly qualified medical practitioner or psychologist in order to provide an opinion as to whether disclosure of the information would be contrary to the best interests of the individual.	X	X	X	-
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist.	X	X	X	-



Statistical Report on the *Privacy Act*

Name of institution: Farm Products Council of Canada

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		1
Closed during reporting period		1
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of Requests
Online	1
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	1

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3 Completion time of informal requests

Completion Time							
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	Total
0	0	0	0	0	0	0	0

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							
	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	Total
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	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	1

3.2 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		

3.3 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

3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	0	0	0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper and e-record formats

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

3.5.2 Relevant pages processed by request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
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
Total	0	0	0	0	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0

Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
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
Total	0	0	0	0	0

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	1
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 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

3.7.2 Request 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 timeline 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
Total	0	0	0

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 4: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

Section 5: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Section 6: Extensions

6.1 Reasons for extensions

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 ConfidenceSection (Section 70)	External	Internal	
0	0	0	0	0	0	0	0	0

6.2 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 ConfidenceSection (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
Total	0	0	0	0	0	0	0	0

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							
	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	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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
Total	0	0	0	0	0	0	0	0

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

Recommendation	Number of days required to complete consultation requests							
	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	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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
Total	0	0	0	0	0	0	0	0

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

[illegible]

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100–500 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
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Complaints and Investigations Notices Received

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

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	0	0	0	0
Central	0	0	0	0
Total	0	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

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

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	0
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$5,150
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$5,150

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.050
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.050

Note: Enter values to three decimal places.