

ANNUAL REPORT TO PARLIAMENT
PRIVACY ACT

**Federal Economic Development Agency for Southern
Ontario**

April 1, 2020 to March 31, 2021

This publication is available upon request in accessible formats.

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INTRODUCTION

The purpose of the *Privacy Act* (the Act) is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information. The Act also protects an individual's privacy by preventing others from having access to that personal information and provides individuals with specific rights concerning the collection and use of their personal information.

Section 72 of the Act requires that the head of every government institution prepare, for submission to Parliament, an annual report on the administration of the Act within the institution during each financial year. For the Federal Economic Development Agency for Southern Ontario (FedDev Ontario, the Agency), the President was the designated head of the institution by Order in Council during the reporting period. Tabling of the report “shall be laid before each House of Parliament” within three months after the financial year in respect of which it is made or, if the House is not then sitting, on any of the first fifteen days next thereafter that it is sitting.”

This Annual Report describes how FedDev Ontario, in its twelfth year of operation, administered its responsibilities under the Act.

ABOUT THE ORGANIZATION

Raison d'être

FedDev Ontario's mandate is to strengthen southern Ontario's capacity for innovation, economic development and growth and to promote a dynamic, inclusive and globally competitive southern Ontario. The Agency works toward this goal by providing funding opportunities and business services that:

- Support businesses' efforts to scale up, create jobs and boost their productivity;
- Strengthen regional innovation ecosystems; and
- Support communities to develop and diversify their economies.

Scope of Operations

FedDev Ontario is headquartered in Waterloo and has regional offices in Ottawa, Peterborough and Toronto. Its mandate covers southern Ontario, which includes 37 Statistics Canada census divisions.

FedDev Ontario's President oversees Agency operations and resources and reports to the Minister responsible for the Federal Economic Development Agency for Southern Ontario.

STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE

Responsibility for processing requests received under the *Privacy Act* rests with the Access to Information and Privacy (ATIP) Coordinator. The ATIP Coordinator oversees the administration of the *Access to Information Act* and the *Privacy Act* (the Acts) within FedDev Ontario and ensures compliance with the legislation. The ATIP office structure also includes a Parliamentary Liaison and ATIP Officer as per the organizational chart in Annex A.

The ATIP Coordinator is responsible for all daily ATIP activities and operations, as well as the development, coordination and implementation of effective policies, guidelines and procedures necessary to manage the Agency's compliance with the Acts. The ATIP Office, which is located in Ottawa's regional office, responds to all formal requests submitted under the applicable Act.

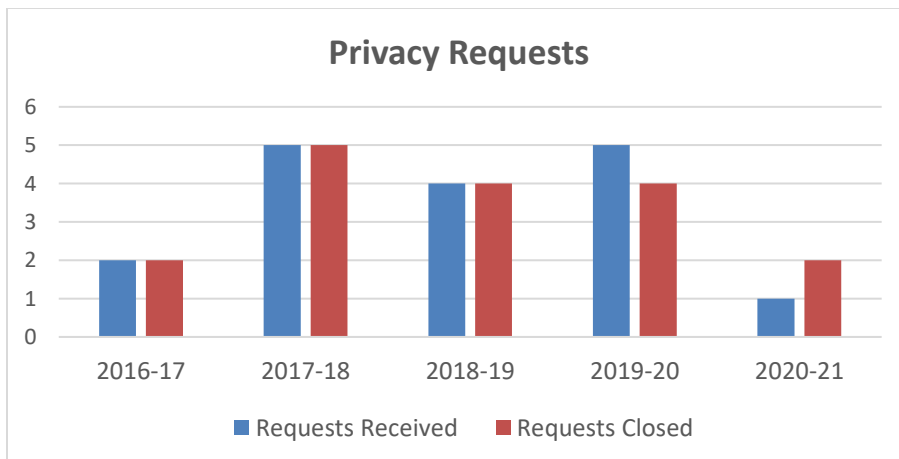
The administration of both Acts at FedDev Ontario is also facilitated at the branch and regional office levels. Each organizational branch has a liaison officer who coordinates activities on the administrative processes and procedures of these Acts.

DELEGATION OF AUTHORITY

The current ATIP Delegation Order was approved on September 23, 2021 by the President. It provides full delegated authority to the ATIP Coordinator and to the Corporate Secretary. A copy of the ATIP Delegation Order is attached in Annex B.

STATISTICS

FedDev Ontario received one privacy request from April 1, 2020 to March 31, 2021. This represents an decrease of 80 percent compared to the previous reporting period. A detailed statistical report on privacy requests is attached in Annex C.



Graph 1. Privacy Requests Received & Closed by Year

Year	Requests Received	Requests Closed
2016–17	2	2
2017–18	5	5
2018–19	4	4
2019–20	5	4
2020-21	1	2

Disposition and Completion Time

Of the four requests active during the reporting period, two were closed and two were carried over to the next reporting period. Of the requests closed, one was completed within 365 days and one was abandoned by the requester.

Exemptions and Exclusions

As noted in Annex C, section 26 of the Act, relating to personal information belonging to another individual, was invoked by FedDev Ontario. No exclusions were cited by the Agency.

One extension beyond the 30-day statutory limit was taken.

EDUCATION AND TRAINING

Due to the pandemic and the corresponding Government of Canada and public health requirements, there was no in-person ATIP training during the 2020-21 fiscal year. Training via Microsoft Teams or Zoom is being planned.

All FedDev Ontario employees are required to take the Canada School of Public Service course on Access to Information and Privacy Fundamentals. Between April 1, 2020 and March 31, 2021, 44 people completed the course

Throughout the reporting period, the ATIP Coordinator provided ongoing advice and coaching to employees on privacy related matters as required.

INSTITUTIONAL POLICIES AND PROCEDURES

The ATIP office determines and implements best practices on an ongoing basis as topics arise.

FedDev Ontario's internal procedures are reviewed periodically to ensure compliance with Treasury Board Secretariat's policies and guidelines. Guidelines and procedures

are provided to staff as part of the tasking documentation when they are tasked to respond to a privacy request

COMPLAINTS, AUDITS AND INVESTIGATIONS

There were no complaints received and no audits or investigations undertaken concerning the administration of the Act during this reporting period.

PROCESSING TIMES

The ATIP Office monitors the time to process privacy requests on an ongoing basis using the ATIP requests management software in order to ensure compliance with established deadlines. The Corporate Secretary, Vice-Presidents, Director Generals and/or the Office of the President are notified as appropriate.

MATERIAL PRIVACY BREACHES

No material privacy breach occurred during this reporting period.

PRIVACY IMPACT ASSESSMENT

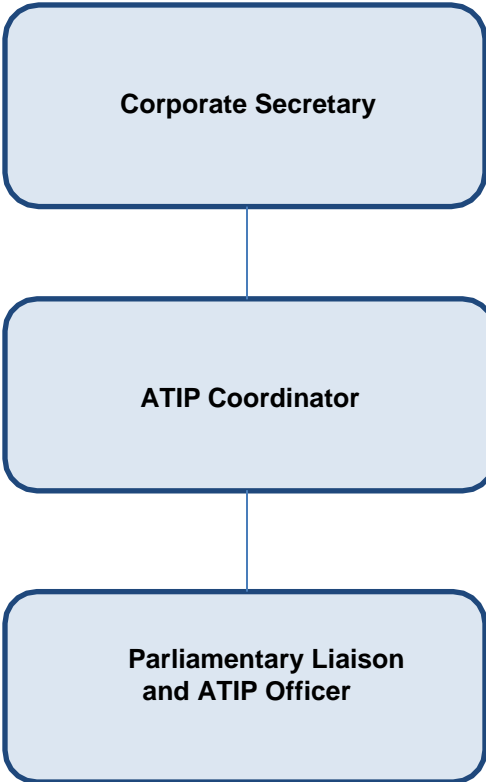
During this reporting period, FedDev Ontario did not initiate any Privacy Impact Assessments and, therefore, no assessments were forwarded to the Office of the Privacy Commissioner.

DISCLOSURE PURSUANT TO PARAGRAPH 8(2)(m)

There were no disclosures pursuant to paragraph 8(2)(m) for the period April 1, 2020, to March 31, 2021.

ANNEX A – Structure of Access to Information and Privacy Office

Access to Information and Privacy Office



ANNEX B – Delegation Order

Federal Economic Development Agency for Southern Ontario /
Agence fédérale de développement économique pour le Sud de
l'Ontario

Access to Information Act and Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur protection des renseignements personnels

The President of the Federal Economic Development Agency for Southern Ontario, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the President as the head of a government institution, under the sections of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*, la Présidente de l'Agence fédérale de développement économique pour le Sud de l'Ontario délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par les articles des lois mentionnées en regard de chaque poste. Le présent décret de délégation remplace et annule tout décret antérieur.

Schedule / Annexe

Position / Poste
Regulations /

*Access to Information Act /
and Regulations
Loi sur l'accès à l'information
et règlements*

*Privacy Act and
Regulations
Loi sur la protection
des renseignements
personnels et
reglements*

Corporate Secretary /
Secrétaire générale

Full authority /
Autorité absolue

Full authority /
Autorité absolue

and

Access to Information and Privacy
Coordinator, Corporate Secretariat /
Coordonnateur de l'accès à l'information
et de la protection des renseignements
personnels, Secrétariat ministériel


Full authority /
Autorité absolue

Full authority /
Autorité absolue

Dated at the City of Ottawa
this day of , 2021

Daté en la ville d'Ottawa
ce jour de 2021

Gardiner,
Nancy



Digitally signed by Gardiner, Nancy
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CN="Gardiner, Nancy"
Reason: I am approving this document
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Nancy Gardiner, President
Federal Economic Development Agency for Southern Ontario

Nancy Gardiner, Présidente
Agence fédérale de développement économique pour le Sud de l'Ontario

ANNEX C - Statistical Report on the *Privacy Act*

Name of institution: FedDev Ontario

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	1
Outstanding from previous reporting period	3
Total	4
Closed during reporting period	2
Carried over to next reporting period	2

Section 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							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	1	0	1
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	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	1	0	2

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	1
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	1	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
79	79	2

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	1	79	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	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	2	79	0	0	0	0	0	0	0	0

2.5.3 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

2.6 Closed requests

2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	1
Percentage of requests closed within legislated timelines (%)	50

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
1	0	0	0	1

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	1	0	1
More than 365 days	0	0	0
Total	1	0	1

2.8 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 3: 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 4: 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 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	1	0	0	0	0	0	0
31 days or greater	0	0	0	0	0	0	0	0
Total	0	1	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

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 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
Total	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
Total	0	0	0	0	0	0	0	0

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

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
Total	0	0	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
Total	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	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		\$9,210
Overtime		\$0
Goods and Services		\$360
• Professional services contracts	\$0	
• Other	\$360	
Total		\$9570

11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.100
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.100