



Innovation, Science and
Economic Development Canada

Innovation, Sciences et
Développement économique Canada



2020–2021 Annual Report on the *Privacy Act*

Canada 

Publication Information

This publication is available online at http://www.ic.gc.ca/eic/site/atip-aiprp.nsf/eng/h_00035.html.

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Cat. No. Iu1-19/2E-PDF
ISSN 2564-1530

Aussi offert en français sous le titre : *Rapport annuel concernant la Loi sur la protection des renseignements personnels*

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Introduction

Purpose

The *Privacy Act* (Revised Statutes of Canada, 1985, Chapter A-1) was proclaimed on July 1, 1983.

The purpose of the *Privacy 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 law also protects an individual’s privacy by preventing others from having access to that personal information and allows an individual specific rights concerning the collection and use of their information.

Section 72 of the *Privacy 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.

This annual report is tabled in Parliament pursuant to section 72 of the *Privacy Act* and describes how Innovation, Science and Economic Development Canada (ISED) administered its responsibilities for the reporting period.

Institutional Mandate

ISED helps Canadian businesses grow, innovate, and expand so they can create good-quality jobs and wealth for Canadians. It also supports science research and the integration of scientific considerations into investment and policy choices. The Department helps small businesses grow through trade and innovation and promotes increased tourism in Canada. It also works to position Canada as a global centre for innovation where investments support clean and inclusive growth, the middle class prospers through more job opportunities, and companies become global leaders.

ISED’s efforts focus on improving conditions for investment, supporting science, helping small and medium-sized businesses grow, building capacity for clean and sustainable technologies and processes, increasing Canada’s share of global trade, promoting tourism, and building an efficient and competitive marketplace.

In 2020–2021, ISED supported four ministers:

- the Minister of Innovation, Science and Industry;
- the Minister of Economic Development and Official Languages;
- the Minister of Small Business, Export Promotion and International Trade; and
- the Minister for Women and Gender Equality and Rural Economic Development.

The Department also supported one deputy minister and one associate deputy minister.

For more information on the Department’s organizational mandate letter commitments, see the [ministers’ mandate letters](#) section of the Prime Minister’s website.

Organizational Structure

Access to Information and Privacy (ATIP) Services is part of the Office of the Corporate Secretary of ISED. The ATIP team has a complement of 19 employees, consisting of one director at the executive level, three managers, and 13 advisors at various levels, from team leader to junior officer, all of whom are dedicated to processing access to information (ATI) and privacy requests and performing related functions (e.g. proactive publication, policy, training, administration, and outreach).

Multiple new employees were engaged over the past year to help address multi-year high attrition levels, with most of those newly engaged staff being at entry or junior levels. The recruitment and retention of staff at senior levels continues to be a challenge, affecting not only ISED but also the entire federal ATIP community. Efforts to engage additional staff at more senior levels are ongoing.

ATIP Services is responsible for the implementation and management of programs and services relating to the administration of the *Access to Information Act* and the *Privacy Act* for the Department. Specifically, ATIP Services makes decisions on the disposition of ATI and privacy requests; promotes awareness of the legislation to ensure departmental responsiveness to statutory obligations; monitors and advises on departmental compliance with the Acts, regulations, procedures, and policies; and represents ISED on ATIP matters when dealing with the Treasury Board of Canada Secretariat (TBS), the Office of the Information Commissioner of Canada, the Office of the Privacy Commissioner of Canada (OPC), the Privy Council Office, and other government institutions. ATIP Services is also responsible for consulting with other federal departments and third parties with respect to ATIP requests.

The Director of ATIP Services is responsible for the development, coordination, and implementation of effective policies, guidelines, and procedures to manage ISED's compliance with the Acts. The administration of the legislation within the Department is managed by ATIP Services, but is also facilitated at the sector, branch, and regional office levels. Each sector and corporate branch has an ATIP liaison officer (reporting to an assistant deputy minister, executive director, etc.) who coordinates activities and provides guidance on the administrative processes and procedures of the Acts. ATIP Services, which is located in Ottawa, responds to all formal requests submitted to the Department under both Acts.

Section 73.1(1) of the *Privacy Act* permits institutions reporting to the same minister to enter into agreements with each other for the purpose of sharing ATIP resources and capacity. In this regard, ISED has entered into an agreement to conduct some ATIP case work on behalf of its Portfolio partner, the Canadian Northern Economic Development Agency.

Delegation of Authority

The ATIP Delegation Order in effect on the last day of this reporting period was approved on June 10, 2016. Pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, that delegation instrument provides full authority to the Corporate Secretary as well as to the ATIP Services Director and managers (see Annex B).

Performance

ISED's mandate is focused on Canadian businesses. Departmental programs and initiatives assist in building a more productive, competitive, and knowledge-based economy for Canada. Therefore, there are few privacy requests or privacy-related issues.

A summarized statistical report on requests under the *Privacy Act* processed from April 1, 2020, to March 31, 2021, is found in Annex A of this report. An explanation and interpretation of the information provided in the statistical report is contained in this annual report.

Responses Within Legislated Timelines

During 2020–2021, 16 privacy requests were brought to conclusion. Of these, 14 were concluded within legislated timelines, resulting in an on-time performance of 87.5%, which was consistent with last year's on-time performance of 87%.

Multi-Year Trends

ISED received a total of 21 privacy requests in 2020–2021. This represents a 46% decrease compared to the 39 requests received during the previous year. In addition to the 21 new requests received, seven incomplete requests were carried over from the previous year, for a total caseload of 28 requests. Of the total 28 requests, 16 were closed during the reporting period, and 12 were carried forward to the next year.

As in the previous year, ISED received no privacy consultations from other federal or non-federal institutions in this reporting period.

Completion Times for Closed Requests

The 16 privacy requests closed by ISED during the reporting period were completed within the following timeframes:

- 1 within 1 to 15 days (6%)
- 9 within 16 to 30 days (56%)
- 4 within 31 to 60 days (25%)
- 0 within 61 to 120 days (0%)
- 2 within 121 to 180 days (13%)

Disposition of Requests

The disposition of the 16 completed privacy requests is as follows:

- 5 were fully disclosed (31%)
- 2 were disclosed in part (12.5%)
- 2 had no existing records (12.5%)
- 7 were abandoned (44%)

Records were fully disclosed in 31% of cases, compared to 8% in 2019–2020, while 12.5% were disclosed in part, compared to 47% in the previous year. No records were fully exempted or excluded, as in the previous year.

Nature of Information Requested

The privacy requests processed involved issues related to staffing exercises (such as rating guides and screening processes), performance information, and personal comments, as well as bankruptcy files held by the Office of the Superintendent of Bankruptcy. A number of information requests also pertained to various types of administrative investigations, such as harassment and grievances.

ISED sees few privacy requests because of the nature of its mandate. Therefore, these trends have remained unchanged for many years with no significant new trends being noted.

Limits to the Right of Access – Exemptions and Exclusions

Exemptions to the disclosure of information are permitted pursuant to sections 18 through 28 of the *Privacy Act*. Several exempting provisions can be applied to withhold information in response to one request, and these are reported separately in the statistical report. However, the same exempting provision invoked to withhold information more than once within the same request is reported only once.

The statistics, as shown in Annex A of this report, demonstrate that ISED invoked only one of the allowable exempting provisions during the reporting period, as follows:

- 26 (personal information of other individuals): 2 uses.

Exclusions provided for within the Act pertain to information that is publicly available or for sale (section 69 of the Act) and information that is in the confidence of Her Majesty's Privy Council for Canada (Cabinet confidences) (section 70 of the Act). However, ISED invoked no such exclusions during the reporting period.

Extensions

ISED invoked no extensions on any of the privacy requests concluded during the reporting period.

Consultations Completed for Other Institutions

As in the previous year, ISED received no privacy consultations from other federal or non-federal institutions in the current reporting period.

COVID-19 Impacts and Operational Measures

In March 2020, the emerging pandemic necessitated a full-scale shift in the workplace, which included implementation of telework practices, coupled with the rapid adoption of the use of remote working tools and technology. Through this change, ISED took steps to protect the safety of its employees by respecting the pandemic-related health orders and recommendations

issued by all levels of government. New safety measures were put in place for those employees who periodically needed to be physically present in the office for work.

The ATIP Services team continued to ensure that it delivered on its core mandate responsibilities effectively in light of the COVID-19 pandemic. Telework operations that went into effect in March 2020 remained in effect throughout 2020–2021, which allowed ATIP operations to continue at near full capacity. In addition, a suite of new communication tools was developed and used to better explain to applicants the delays and other issues in responding to their requests as a result of the pandemic (i.e., why a partial response may have been provided on an interim basis).

Annual Statistical Report

TBS prescribes requirements for annual statistical reports on the *Privacy Act*, which must comprise part of the corresponding annual reports to Parliament. ISED's Annual Statistical Report on the *Privacy Act* is enclosed with this report as Annex A.

Operating Costs

The cost of delivering ISED's Privacy program and services for 2020–2021 was \$17,565, based on salary costs and operating expenses.

Salary costs for 2020–2021 totalled \$16,418, equating to 0.19 full-time employees, including students, when averaged over the year.

Operating expenses for the year totalled \$1,147, the majority of which were for licensing fees for two case management systems. Other expenses included in this total are stationery, postage, and other administrative costs.

Training and Awareness

Enhanced awareness and knowledge of ATIP obligations on the part of departmental officials has shown to improve the quality of responses and ISED's rate of compliance with legal obligations.

Throughout 2020–2021, ATIP Services delivered numerous training and awareness sessions to employees across the Department on both the *Access to Information Act* and the *Privacy Act* (and their requirements). In total, 23 training sessions relating to access to information and/or privacy were delivered to 405 employees, as follows:

- **ATIP 101 at ISED:** An overview of the legislation, associated timelines, and processes, as well as the role of the Department, the courts, and the Information and Privacy Commissioners of Canada combined with a more in-depth look at the exempting and excluding provisions of the *Access to Information Act*, focusing on the top three such provisions used most frequently at ISED, and how to identify information pertaining to those provisions.

- 12 sessions, 168 participants
- **ATIP for Ministers' Offices:** Training for staff in Ministers' Offices, providing a high-level overview of legislative requirements and interpretations, and how the ATIP function works within the Department.
 - 3 sessions, 9 participants
- **Personal Information Boot Camp:** Comprehensive training focused solely on the *Privacy Act* and its related policy requirements, including the concept of 'informed consent,' privacy notice statements, privacy impact assessments, and privacy breach administration. This includes an in-depth look at the type and volume of personal information that exists within the Department and the requirements surrounding the collection and use of personal information in relation to ISED and other Government of Canada programs.
 - 7 sessions, 194 participants
- **ATIP Process for GCdocs:** In 2019, ISED introduced methodology for responding to ATIP requests solely electronically (paperlessly) using the Department's official recordkeeping system, GCdocs. This presentation was developed to demonstrably acclimatize the Department's sectoral ATIP liaison officers with that new process.
 - 1 session, 34 participants

Policies, Guidelines, Procedures, and Initiatives

To improve the administration of the ATIP program and to ensure that TBS ATIP policies are respected and implemented, ATIP Services traditionally develops and updates various internal guidelines, procedures, and business practices and makes them available to ATIP and departmental staff throughout the year. This included the following:

- Developed various texts to allow ATIP employees to more effectively communicate to applicants the COVID-19-related circumstances that may impact responses to their requests (such as why a response is delayed or why a partial response is being provided on an interim basis);
- Held weekly team roundtable discussions on the operational issues staff encountered while working remotely and how to mount the best response to those issues moving forward;
- Maintained ongoing collaboration with ISED stakeholders to assess and potentially mitigate the impact of the pandemic on the effective processing of ATIP requests;
- Successfully onboarded a new ATIP case management system, which is user-friendly and offers enhanced reporting features;
- Held consultation sessions with internal stakeholders and ISED portfolio representatives on input to stage one of the Access to Information Act review led by TBS;
- Held monthly teleconferences with the Office of Access to Information Commissioner, resulting in streamlined processes; and,
- Developed tools to assist ISED and portfolio partners in the event of a privacy breach.

Finally, ATIP Services continued to enhance its intranet site—where all departmental employees can access plans, reports, acts, regulations, policies, directives, training decks, procedures, and checklists in one convenient place.

Key Issues and Actions Taken on Complaints

Applicants have the right to register a complaint with the Office of the Privacy Commissioner regarding any matter relating to the processing of their requests, and several complaints can be linked to the same request.

ISED received two complaints during the reporting period, both with respect to a delay.

The Privacy Commissioner of Canada concluded that one of the aforementioned complaints was well founded. A decision has yet to be rendered on the second complaint.

No court challenges relating to the *Privacy Act* were received during the reporting period, and no audits were conducted relating to the administration of privacy legislation.

Monitoring Compliance

With respect to monitoring the processing time of requests, ATIP Services has continued the following business practices:

- Managers regularly review and monitor the status of access requests using the ATIP case management system;
- Managers regularly review the status of consultation processes on access requests using the ATIP case management system;
- Managers conduct weekly operational meetings with staff to review work plans and establish priorities; and
- Managers report weekly to the Director on requests to be closed as well as on-time compliance.

Material Privacy Breaches

No material breaches of privacy that required reporting to the Privacy Commissioner of Canada or to TBS occurred during the reporting period.

Privacy Impact Assessments

Twelve privacy impact assessment (PIA) submissions were received this year for various project activities occurring across the Department. Of these 12 submissions, an analysis concluded that only one request, the *iTalent System* (talent management system for ISED's Human Resources Branch), was in respect of a new or substantially modified program activity. These two factors necessitate the requirement to conduct a PIA, pursuant to TBS policy requirements. A PIA was therefore completed and duly submitted to the Office of the Privacy Commissioner and to TBS for review. Pursuant to TBS policy, a summary of this PIA has been published online.

Public Interest Disclosures

Paragraph 8(2)(m) of the *Privacy Act* gives heads of institutions the discretion to disclose personal information where disclosure would clearly benefit the individual to whom the information pertains or when the interest in public disclosure clearly outweighs the privacy of the concerned individual.

ISED made one such disclosure during the reporting period. Pursuant to subsection 8(5) of the *Privacy Act*, this disclosure was also duly reported to the OPC.

ANNEX A

Annual Statistical Report for TBS



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Privacy Act*

Name of institution: Innovation, Science and Economic Development Canada

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 | 21 |
| Outstanding from previous reporting period | 7 |
| Total | 28 |
| Closed during reporting period | 16 |
| Carried over to next reporting period | 12 |

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 | 4 | 1 | 0 | 0 | 0 | 0 | 5 |
| Disclosed in part | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 2 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No records exist | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Request abandoned | 1 | 3 | 3 | 0 | 0 | 0 | 0 | 7 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 1 | 9 | 4 | 0 | 2 | 0 | 0 | 16 |

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 | 2 |
| 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 | 7 | 0 |

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

| Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 360 | 150 | 14 |

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 | 5 | 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 2 | 127 | 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 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 12 | 23 | 2 | 127 | 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 | 4 | 4 |
| Disclosed in part | 0 | 0 | 0 | 1 | 1 |
| All exempted | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 6 | 6 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 11 | 11 |

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 | 14 |
| Percentage of requests closed within legislated timelines (%) | 87.5 |

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 |
| 2 | 2 | 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 | 2 | 0 | 2 |
| 181 to 365 days | 0 | 0 | 0 |
| More than 365 days | 0 | 0 | 0 |
| Total | 2 | 0 | 2 |

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 | 1 | 1 | 2 |

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 | |
| 3 | 0 | 3 | 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 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 days | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 days or greater | | | | | | | | 0 |
| Total | 0 | 3 | 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

| 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 | | | | | | | |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 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 |
| 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

| 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 |
| 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 |
|------------|------------|------------|--------------|-------|
| 2 | 2 | 0 | 0 | 4 |

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

9.1 Privacy Impact Assessments

| | |
|----------------------------|---|
| Number of PIA(s) completed | 1 |
|----------------------------|---|

9.2 Personal Information Banks

| Personal Information Banks | Active | Created | Terminated | Modified |
|----------------------------|--------|---------|------------|----------|
| | 17 | 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 | | \$16,418 |
| Overtime | | \$0 |
| Goods and Services | | \$1,147 |
| • Professional services contracts | \$0 | |
| • Other | \$1,147 | |
| Total | | \$17,565 |

11.2 Human Resources

| Resources | Person Years Dedicated to Privacy Activities |
|----------------------------------|--|
| Full-time employees | 0.160 |
| Part-time and casual employees | 0.000 |
| Regional staff | 0.000 |
| Consultants and agency personnel | 0.000 |
| Students | 0.030 |
| Total | 0.190 |

ANNEX B

Delegation of ATIP Authority

Delegation in effect at the time of this report:

Industry Canada (to be known as Innovation, Science and Economic Development)

Industrie Canada (qui sera connu sous le nom d’Innovation, Sciences et Développement économique)

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 la protection des renseignements personnels

The Minister of Industry Canada, 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 Minister as the head of a government institution, under the section 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*, le Ministre d'Industrie Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire les-dits 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

| <u>Position / Poste</u> | <i>Access to information Act and Regulations / Loi sur l'accès à l'information et règlements</i> | <i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i> |
|--|--|--|
| Corporate Secretary / Secrétaire général | Full authority / Autorité absolue | Full authority / Autorité absolue |
| Director, Access to Information and Privacy (ATIP) Services / Directeur (trice), Service de l'accès à l'information et à la protection des renseignements personnels (AIPRP) | Full authority / Autorité absolue | Full authority / Autorité absolue |

Manager, ATIP Services /
Gestionnaire, Services de
l'AIPRP

Full authority / Autorité
absolue

Full authority / Autorité
absolue

And / et

Senior Advisor, ATIP
Services / Conseiller (ère)
principal(e), Services de
l'AIPRP

Section / Articles: 7, 8(1), 9,
11(4)(5), 13, 14, 15, 16, 17,
18, 19, 20, 21, 22, 23, 24, 25,
26, 27(1), 68, 69

Section / Articles : 8(1), 14,
15, 19, 20, 21, 22, 23, 24, 25,
26, 27, 28, 69, 70

Dated, at the City of Ottawa
this 10 day of June

, 2016

Daté, en la ville d'Ottawa
ce 10 jour de juin

2016

THE HONOURABLE NAVDEEP SINGH BAINS
MINISTER OF INDUSTRY CANADA
(to be known as Minister of INNOVATION,
SCIENCE AND ECONOMIC DEVELOPMENT)



MINISTRE D'INDUSTRIE CANADA
(identifié comme Ministre d'INNOVATION, SCIENCES
et DÉVELOPPEMENT ÉCONOMIQUE)
L'HONORABLE NAVDEEP SINGH BAINS