

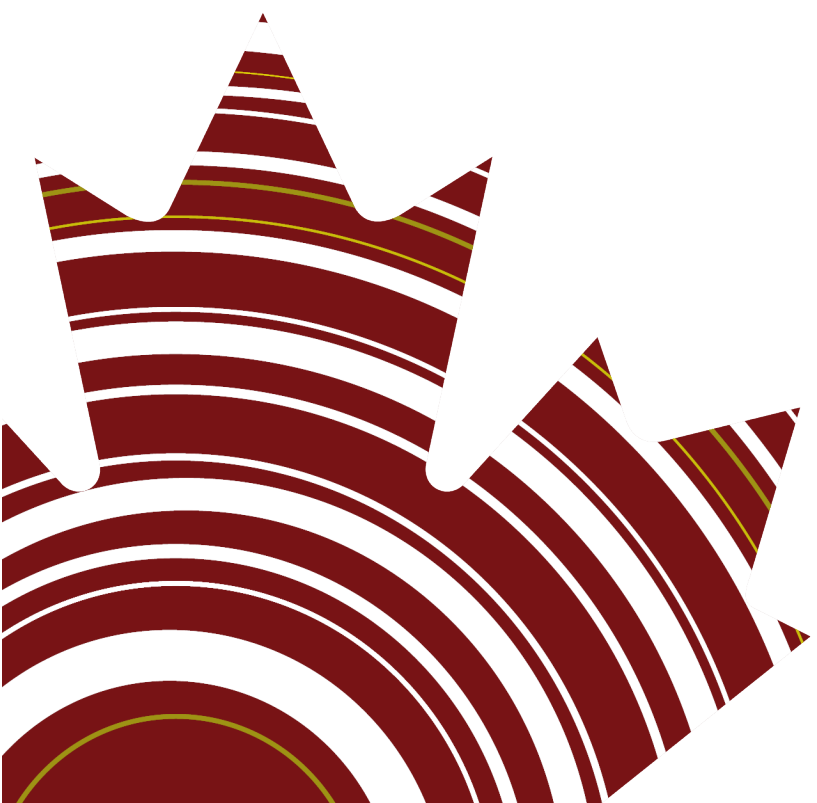


Canadian  
Transportation  
Agency

Office  
des transports  
du Canada

# 2021-2022 Annual Report on the Administration of the *Privacy Act*

Canadian Transportation Agency



Canada 

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# Introduction

The *Privacy Act* (PA), enacted in 1983, imposes obligations on federal institutions to ensure that privacy rights of individuals are respected. The PA grants Canadian citizens, permanent residents and persons present in Canada the right to access their personal information held by institutions subject to the PA and to request corrections. The PA also establishes a legal framework governing the collection, retention, use, disclosure, processing, disposal and accuracy of personal information in the delivery of programs and activities of institutions subject to the PA.

Section 72 of the PA requires that at the end of each fiscal year, the head of every government institution prepare a report to Parliament on the administration of the PA within the institution.

This Annual Report is tabled in Parliament under section 72 of the PA. This report describes how the Canadian Transportation Agency (Agency) fulfilled its responsibilities under the PA for the period beginning April 1, 2021 and ending March 31, 2022, the second year of the COVID-19 pandemic.

## About the Agency

The Agency is an independent, quasi-judicial tribunal and regulator that has, with respect to all matters necessary for the exercise of its jurisdiction, all the powers of a superior court.

The Agency oversees the very large and complex [Canadian transportation system](#), which is essential to the economic and social well-being of Canadians.

The Agency's decision makers are regular [Members](#) appointed by the Governor-in-Council (GIC) and temporary Members appointed by the Minister of Transport from a GIC-approved roster. Members' key functions include making adjudicative rulings, regulations, and regulatory determinations, as well as designating Agency staff to exercise the role of enforcement officers.

## The Agency has three core mandates:

- To help ensure that the national transportation system runs efficiently and smoothly in the interests of all Canadians: those who work and invest in it; the producers, shippers, travellers and businesses who rely on it; and the communities where it operates.
- To protect the human right of persons with disabilities to an accessible transportation network.
- To provide consumer protection for air passengers.

## To help advance these mandates, the Agency has three tools at its disposal:

- **Rule-making:** The Agency develops and applies ground rules that establish the rights and responsibilities of transportation service providers and users and that level the playing field among competitors. These rules can take the form of binding regulations or less formal guidelines, codes of practice or interpretation notes.
- **Dispute resolution:** The Agency resolves disputes that arise between transportation service providers, on the one hand, and their clients and neighbours on the other, using a range of tools from facilitation and mediation to arbitration and adjudication.
- **Information provision:** The Agency provides information on the transportation system, the rights and responsibilities of transportation service providers and users, and the Agency's legislation and services.

Additional information on the Agency's mandate is available at the following link:

[Canadian Transportation Agency - Canada.ca.](https://www.crtc.gc.ca/eng/index.aspx)

## Open court principle

In its role as a quasi-judicial tribunal, the Agency operates like a court when adjudicating disputes and is therefore bound by the open court principle. This means that the Agency's proceedings must be open and accessible to all Canadians.

Any submission or document filed with the Agency as part of its formal adjudication process will be made part of the public record without redaction, unless a claim for confidentiality has been made to and accepted by the Agency. Requests for information about decisions issued in a dispute proceeding are processed informally, and records are released in their entirety unless a request for confidentiality was granted.

While requests for information on the public record are processed informally by other areas of the Agency, the Access to Information and Privacy (ATIP) Division must also apply the open court principle when these records form part of a response to a request made under the PA.

## Organizational structure of the ATIP Division

During this reporting period, the ATIP Division was part of the Secretariat, Registrar Services and Information Management Directorate (SRSIMD). The ATIP Division consists of an ATIP coordinator reporting to the director, SRSIMD, and an ATIP analyst.

The ATIP coordinator is responsible for the daily activities related to the administration and enforcement of the *Access to Information Act* (ATIA) and the PA, and for ensuring compliance with the requirements of legislation, policies and directives, as well as of any other ATIP policy instrument issued by the Treasury Board of Canada Secretariat (TBS).

Activities of the ATIP Division include:

- processing requests for information submitted under the ATIA and the PA in accordance with legislation, regulations, policies and TBS guidelines;
- providing advice and guidance to Agency managers and employees on the interpretation and application of the ATIA and the PA;
- developing and offering to Agency managers and employees training and awareness sessions on how to meet their obligations under the ATIA and the PA;
- developing policies, procedures and guidelines on how to enforce the ATIA and the PA, in accordance with the instructions issued by the TBS;
- collaborating with the Office of the Information Commissioner and with the Office of the Privacy Commissioner on the resolution of complaints filed against the Agency;
- coordinating the updating of the Agency's Info Source publication;
- ensuring that the proactive publication requirements of Bill C-58 are met; and
- preparing statistical and annual reports for tabling in Parliament with respect to the administration and enforcement of the ATIA and the PA.

# Delegation order

[Delegation orders](#) set out the powers, duties and functions for the administration of the PA that have been delegated by the head of the institution, and specify to whom they have been delegated.

On June 1, 2021, France Pégeot was appointed Chair and Chief Executive Officer of the Agency. This appointment required a review of the 2016 Delegation Order.

In March 2022, the Chair and Chief Executive Officer, as head of the Agency, delegated full authority for the administration of the ATIA and the PA to the persons holding the positions of director of SRSIMD and of Chief Corporate ATIP Officer, as well as partial authority to the persons holding the positions of ATIP Coordinator and of ATIP Analyst.

A copy of the signed delegation instrument is included in [Appendix A](#).

## Highlights 2021–2022

### COVID-19: Impact on operations

During the second year of the pandemic, working from home became a continued reality for federal public servants in order to continue to deliver critical government operations and services to Canadians.

In accordance with TBS' *ATIP implementation Notice 2020-2021: [Guidance on delays resulting from measures to mitigate the impact of novel Coronavirus \(COVID-19\) on federal workplaces](#)*, the Agency has continued to deliver all its services remotely. The ATIP employees were provided with the necessary equipment and tools to optimize telework and electronic processes. The ATIP Division has continued its operations, respected citizens' right of access and met its obligations under the ATIA and the PA.

To optimize the Agency's internal processes and client services in the administration of the ATIA and the PA, the ATIP Division undertook the following initiatives in the last reporting:

## Enabling employees to stay productive

- ATIP employees have been working from home since the beginning of the COVID-19 pandemic.
- ATIP employees have been provided with the necessary equipment to work from home: laptops, mobile devices, work surfaces, keyboards, headphones, computer peripherals, chairs etc., access to the Agency's Virtual Private Network (VPN) and a help-line service with the Information Technology (IT) Unit to remedy any technical problems and difficulties with the equipment or systems, AccessPro Case Management (APCM) system, AccessPro Redaction (APR) system and GoAnywhere Secure Mail for the disclosure of the records to requesters.
- ATIP employees have been provided with additional resources to respond to workload increases : an ATIP consultant was hired to work on the backlog of requests, on the review of the APCM administration listing and to update ATIP template emails and letters into APCM; and two administrative resources were hired to perform administrative tasks and the importation of electronic records into the APR system. These resources were required to maintain the workflow in the electronic processing of requests and responding to the requesters within the established timelines.
- ATIP employees have maintained their services and activities by using different channels to communicate with their internal Agency clients, requesters and external requesters. The internal communications were done by email, instant messaging (Skype and Microsoft Teams), mobile phone, video conferencing; and the external communications with the requesters were done by email or mobile phone.

## Running effective operations

- The ATIP Division has ensured transparency in the ATIP process in relation to the “Duty to Assist” requirements, by maintaining proactive communication with the requesters in order to provide timely and complete responses.
- The ATIP Division has worked remotely with partial capacity to process ATIP requests and meet the ATIA and PA obligations. Again, this year the TBS acknowledged the ongoing impact of COVID-19 on the ATIP process capacity of institutions and collected data on their processing situations to disclose to the public. The TBS sent weekly questionnaires to all of the institutions subject to the ATIA and collected data on their ATIP request capacity during the COVID-19 pandemic, which included a monthly questionnaire on the capacity to receive and process consultation requests from other

government institutions. The results of the data collected from the two questionnaires are published on the Open Government website: [Results of the ATIP Request Capacity Questionnaire - Open Government Portal \(canada.ca\)](#) and are included in [Appendix C – Supplemental Statistical Report](#) of this report.

- The ATIP Division has transitioned to an electronic processing of ATIA and PA requests. The ATIP Division also provided ongoing support and guidance to Agency employees and management with regards to the electronic processing and the application of the ATIA and the PA.
- The ATIP Division has continued the in-depth review of the ATIP electronic process and the related materials in collaboration with the ATIP liaison officers (LOs), the Legal Services Division and the Communications Division. The electronic ATIP process and the related materials are in final stage of review.
- The ATIP Division has continued to coordinate the processing of the Agency's proactive disclosure of information under Bill C-58 on the Open Canada website.
- The ATIP Division has stopped notifying the requesters of possible delays to process their requests on time due to the COVID-19 pandemic.
- The ATIP Division has continued the review of the APCM administration list to delete obsolete information and is at the halfway point of completing this project. This streamlining of the APCM will facilitate the tracking and the processing of the ATIP requests and provide ATIP employees and senior management with up-to-date information on the status of the ATIA and the PA requests received. It is worth mentioning that this will enable the system to automatically generate data for the Agency's statistical annual reporting as opposed to having to generate it manually as in the previous years.
- The ATIP Division along with other government institutions' ATIP offices, have been actively participating in TBS's Online Request Service Pilot Project (ATIP Online Request Service [AORS]). This initiative simplifies the process of requesting government records by providing a convenient solution, which enables Canadians to submit their ATIP requests and application fees online. In 2021-2022, all 7 (100%) of the PA requests received at the Agency were submitted electronically either by email or through AORS.
- The ATIP Division has participated actively in the virtual TBS ATIP Community meetings. These meetings aim to update the ATIP community on ATIP considerations



with regard to the Acts, policies, guidelines, and to share best practices on processing requests during the COVID-19 pandemic.

- The ATIP Division has seen an increase of enquiries from Agency employees for the administrative review of documents and/or reports under the ATIA and the PA and also requests for advice and recommendations on questions about the application, disclosure, administration and processing of the ATIA and the PA. The ATIP Division has received and responded (by mobile phone or email) to at least 150 informal requests/enquiries from Agency employees, clients and the general public.
- The ATIP Division has redefined its business relations with the Legal Services Division in order to work more effectively on complex ATIA and PA requests and complaints. The Legal Services Division support the needs of ATIP employees during the processing of ATIA and PA requests and when responding to OIC and OPC complaint investigations, if necessary. This initiative has resulted in developing a collaborative team environment that directly impacts the ATIP Division's success in the administration of the ATIP activities.

# Performance 2021-2022

## The purpose of the statistical report

Statistical reporting on the administration of the ATIA and the PA has been in place since 1983. The statistical reports prepared by government institutions provide aggregate data on the application of the ATIA and the PA . This information is made public annually and is included with the annual report which are tabled in Parliament by each institution.

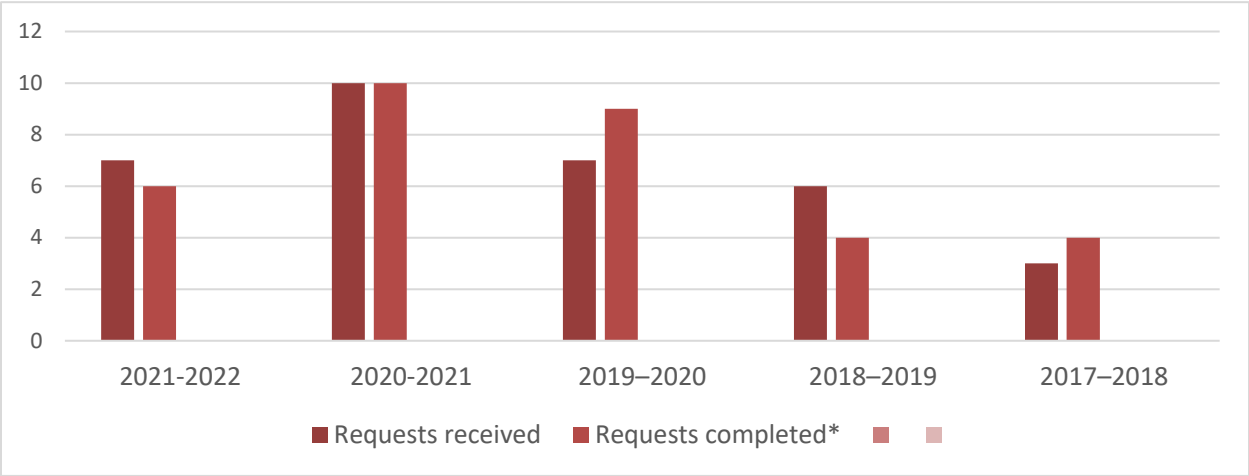
The statistical reports allow the Agency to monitor trends and respond to enquiries from Canadians wanting to: access their personal information, correct their personal information and on the administration of the PA.

The following table and graphic will give an overview of the Agency's data for the last five years regarding requests received and closed under the PA.

### Overview of requests received and closed over the last five years

Reporting year	Requests received	Requests completed*
2021-2022	7	6
2020-2021	10	10
2019-2020	7	9
2018-2019	6	4
2017-2018	3	4

\* Includes outstanding requests from the previous fiscal year



## **Interpretation of the 2021-2022 Statistical Report**

The Agency's Statistical Report (Statistical Report) details the requests received and processed under PA during the period of April 1, 2021 to March 31, 2022.

This report also provides an analysis of the Statistical Report and demonstrates the Agency's ability to meet its obligations under the PA during this reporting period.

## **Requests received during the reporting period**

### **Requests received under the PA, consultations and informal requests**

#### **Privacy requests**

During the reporting period, the Agency received 7 PA requests, which is 10 requests (30%) less than it received in 2020–2021. As detailed in Appendix C, there were no outstanding requests carried over from the previous year. The Agency closed 6 (86%) requests within the reporting period. However, 1 (14%) was carried over within the legislated timeline to the 2022-2023 reporting period.

The 7 requests received at the Agency were submitted through the following channels : 6 (86%) requests through the [TBS ATIP Online Request system](#) and 1 (14%) request by e-mail.

#### **Consultation requests (with other Government institutions) & Informal requests**

No requests for consultation from other Government institutions were received and no informal privacy requests were received by the ATIP Division during that period.

## Requests closed during the reporting period

The following table provides an overview of the Agency's performance on closing requests over a five year period.

Reporting year	Requests Closed during the reporting	Requests closed within Legislated timeline	Performance & percentage %
2021-2022	6	6	100%
2020-2021	10	9	90%
2019-2020	9	9	100%
2018-2019	4	4	100%
2017-2018	4	4	100%

### Percentage of requests closed within legislated timeline

The Agency closed 6 requests during the reporting period and was successful in meeting its obligations under the PA. Of the 6 requests closed, 6 were closed within the legislated timelines. The Agency has obtained a completion rate of 100% for processing requests under the PA. The 6 requests were closed for the following reasons: 1 request (17%) was abandoned and 5 requests (83%) had no existing records in response to the requests.

### Percentage of requests closed past legislated timeline

The Agency has no requests that were closed past the legislated timeline.

## Disposition of closed requests

The Agency disposed of the 6 closed requests as follows: 5 (83%) were requests with no records existing and 1 request (17%) was abandoned.

## Completion time and extensions for closed requests

Of the 6 requests closed during the reporting period all 6 requests (100%) were closed within 15 days.

The PA allows the head of a federal institution to extend the time limit for processing a request for a maximum of 30 days, for the following reasons:

- paragraph 15(a)(i): meeting the time limit would unreasonably interfere with the operations of the government institution; or
- paragraph 15(a)(ii): consultations are necessary to comply with the request that cannot reasonably be completed within the original time limit.

The PA also allows for a time extension under subsection 15(b) for such a period of time as is reasonable, if additional time is necessary for translation purposes or for the purposes of converting the personal information into an alternate format.

None of the PA requests required extensions of time as there were no records to process or the request was formally abandoned by the requester.

## Exemptions and exclusions

Exemptions and exclusions are the only grounds to withhold information found in records that are requested under the PA, and their application is limited and specific. During the reporting period, none of the dispositions of the PA were used by the Agency to deny access to the requested records.

The PA states that certain types of records are excluded from its application, specifically, records to which the public has access (section 69) and records containing confidences of the Queen's Privy Council of Canada (section 70). The Agency did not invoke exclusions for any requests completed during the reporting period.

## **Interpretation of the 2021-2022 Supplemental statistical report**

During the reporting period with continued Covid-19 pandemic measures, the Agency has been able to process the paper and electronic PA requests that were received with varying security designation levels. The processing was completed with full capacity for 52 weeks.

At the end of the 2021-2022 reporting period the Agency had 1 request 2022 that remained open and was carried over to the next reporting period, 2022-2023.

During the reporting period, the Agency had 2 open complaints: 1 complaint was received in the 2016-2017 reporting period and 1 from the 2018-2019 reporting period. These two complaints are before the Federal Court.

The Agency's statistical report on the PA for reporting year 2021-2022 is provided in [Appendix B](#) and the 2021-2022 Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act* in [Appendix C](#).

## **Operational resources**

### **Operational costs for the administration of the PA**

The total cost of operation for the administration of the PA for the Agency was \$77,306 including \$58,381 of employee salaries and \$18,925 in professional services, contracts and program resources. The Agency reported no overtime for this period. The Agency had a total of 1.20 employees dedicated to Privacy activities as full-time, part-time, consultant or casual employees.

## **Training and awareness**

During this reporting period, the ATIP Division has delivered no formal training, but it has continued its outreach to Agency managers and employees. The ATIP Division provided ongoing guidance and recommendations on the application and interpretation of the PA, and communicated TBS policies and guidelines through ongoing dialogue,

informal discussions and informal group training to enable Agency employees to better meet the requirements of the PA.

### **ATIP Coaching Services for employees**

Individual coaching sessions on MS Teams were provided upon request to OPIs and ATIP liaison officers (LOs) to improve their searches for relevant records and to assist in providing a relevant records package to the ATIP Division within the established timelines.

The coaching required that ATIP employees be available to assist OPIs and/or LOs through the ongoing electronic process review by providing step by step training on how to respond to an ATIP and/or preparing an OPI's response when sending a package of relevant records. The ATIP employees assisted the OPIs with formulating their recommendations by using the KOFAX Power PDF (Nuance) software. This training gave the OPIs and LOs the knowledge and skills to respond to ATIP requests and to process the requests efficiently and effectively.

## **Policies, guidelines, procedures and initiatives**

The ATIP Division continued its efforts to improve and update its processes and guidelines for processing ATIP requests to enable Agency employees, particularly the ATIP liaison officers (LOs) and OPIs, to better understand their responsibilities and the importance of their role in the processing (searching and retrieving) of records under the PA. This maximized the efficiency in processing requests so that requesters received the requested information in a timely manner.

Agency employees' access to records contained in the Records, Document and Information Management System (RDIMS) and APCM is controlled to ensure that access to personal information is provided on a "need-to-know" basis.

# Transition to an electronic ATIP request process

During this period, the ATIP Division has continued the project that reviewed and updated the request processing, the retrieval of the records and APCM functionality. Despite the ongoing review, the material for the retrieval of the ATIA and the PA requests is fully electronic. The project has brought the ATIP Division from a paper-based operation to an effective paperless operation with the following actions:

- The OPIs work with electronic forms to submit their records, recommendations and their approvals. These electronic forms have ensured continuity in the processing of requests and compliance with statutory deadlines.
- The OPIs' search for records is done electronically and the records found are provided in electronic format to the ATIP Division. The OPIs search the shared drives, their emails and their personal drives, while IM searches for the pertinent records in RDIMS and in the paper files. If there are relevant paper records, IM scans the records into electronic format for processing.
- The eDOCS RM Admin Tool is used by the ATIP Division to create ATIP files in the Agency's File Plan in RDIMS, the Agency's corporate repository for record-keeping. The ATIP Division does not keep any paper records of ATIP requests.
- A new shared folder named "SearchResults" has been put in place to enable the OPIs to download their records resulting from their searches. The ATIP Division can easily upload the records from the mailbox into the APR for review.
- The approvals for the disclosures of the ATIA and the PA requests records are completed by the ATIP director through APCM.
- The records are electronically disclosed to the requester with the Agency secure file transfer system "GoAnywhere". The ATIP Division is now able to securely disclose electronic records packages larger than 30MB to the requester.
- In order for the ATIP Division to process all the ATIA requests within the legislative timeline at a percentage of 100%, the ATIP Division, in collaboration with the LOs, the OPIs, IM/IT and Legal Services is continuing to improve its processing efficiency to increase productivity.



- At the end of the reporting period, the electronic ATIP process and the related work tools were in its final approval stage. The ATIP Division will report about the implementation of the ATIP electronic process in the next fiscal year 2022-2023 report.

## Proactive disclosure

The Government of Canada is working hard to enhance the role of Parliament and the proactive disclosure of information so that Canadians are better able to hold Parliament, their government, and public sector officials to account.

The Agency is committed to transparency and the highest ethical standards. As a result, in compliance with [Bill C-58](#), and with the coordination of the proactive disclosing process by the ATIP Division, the Agency has continued to proactively disclose the required publications within the requested deadlines during COVID-19.

The Agency's 2021-2022 proactive disclosures are listed below and are published on the [Open government portal](#) and/or the [Agency website](#).

- [Travel and hospitality expenses](#)
- [Contracts over \\$10,000](#)
- [Reclassification of Positions](#)
- [Briefing note titles and numbers](#)
- [Completed access requests](#)
- [Access to Information and Privacy Annual Reports](#)
- [Info Source](#)
- [Privacy impact assessments](#)

## Info Source

Under the PA, institutions are required to identify, describe and publicly report their personal information banks (PIBs) and classes of personal information in the TBS's annual publication, entitled *Info Source*. The descriptions of PIBs and classes of personal information contained in *Info Source* describe how government institutions inform their

employees and the public about the personal information they collect and how that information is handled, used, retained and disposed. *Info Source* assists individuals in exercising their rights under the PA.

The Agency's Info Source Chapter (Chapter) provides information about the Agency's functions, programs, activities and related PIBs. The Chapter also provides individuals and employees of the Agency with relevant information to access their personal information and exercise their rights under the PA.

During the reporting year, the ATIP Division has continued to make great efforts with the programs to finalize the review of the Agency's Chapter and provide the public with the most accurate information holdings. However, the ATIP Division postponed the review and publishing process of the Chapter due to the many operational challenges resulting from the COVID-19 pandemic measures. The 2016 version remains available at the following web page: [Access to Information and Privacy | Canadian Transportation Agency \(otc-cta.gc.ca\)](https://www.cta.gc.ca/otc-cta).

## Personal Information Banks (PIB)

A PIB is a collection or grouping of personal information under the control of a government institution that is organized and intended to be retrieved by the name of an individual or by an identifying number, symbol or other assigned to an individual. The personal information described in the personal information bank has been used, is being used or is available for use for an administrative purpose.

The Agency has 5 active institution-specific PIBs and no new PIBs were created, terminated or modified during the reporting period. The Agency maintains no central PIBs.

## Microsoft 365

During the reporting period, the Agency migrated its operations from Microsoft Office 2016 to the Microsoft 365 suite of cloud-based software-as-a-service applications (M365 cloud services). Office 365 offers a cloud-based version of the core Microsoft products, such as Excel, Word, PowerPoint and Outlook, with enhanced collaboration functionalities, such as multi-user editing of documents in real time. Office 365 also includes Microsoft Teams, a collaboration hub with integrated instant messaging, video

conferencing, group channels and file sharing capabilities. This update to M365 cloud services has required the Agency to produce a Privacy Impact Assessment (PIA).

The ATIP Division has continued supporting the Information Technology Services through the PIA process in order for the Agency to meet the PIA requirements.

Once the Agency's PIAs is approved, it will be published on the [Agency's Website](#) .

## Summary of key files and actions taken on complaints or audits

During the reporting period, the Agency received no new complaints from the Office of the Privacy Commissioner (OPC) but had 2 outstanding complaints with the OPC from previous reporting periods as indicated in Appendix C.

The breakdown of the complaints is found in Appendix B. In one case, the requester alleged an improper usage of the exemptions and the OPC found the complaint well-founded and resolved and closed the file. However the complaint was nonetheless brought before the Federal Court and is still active. The second complaint is still pending before the Federal Court.

At the end of the reporting period, the Agency had no active complaints with the OPC, but has 2 cases from previous reporting periods pending before the Federal Court.

## Monitoring compliance

During the reporting period, the Agency continued to use APCM to track and monitor all administrative activities and set due dates in order to meet statutory timelines.

Due dates for all actions were communicated to LOs and OPIs, and reminders were sent as required. All actions taken have also been detailed in a separate tracking tool, and the status of each request was communicated weekly to the Director, SRSIMD, to review the performance, priorities and issues in the processing of requests. These measures have continued despite the impact of the continued COVID-19 pandemic measures.

There were no requests for corrections of personal information over the reporting year.

# Privacy breaches

## Material privacy breaches

According to the *Directive on Privacy Breaches* section 6.1.2, the institutions are required to notify the Office of the OPC, the TBS and the parties affected by the material privacy breaches.

A material privacy breach has the highest risk impact and is defined as involving sensitive personal information and could reasonably be expected to cause serious injury or harm to the individual and/or involves many affected individuals.

No material privacy breaches were identified during the reporting period.

## Non-Material privacy breaches

A non-material privacy breach is defined as the improper or unauthorized creation, collection, use, disclosure, retention, or disposition of personal information. A privacy breach that does not attain the status of a material privacy breach is a non-material privacy breach, or simply a privacy breach.

The Agency has identified 1 non-material breach.

# Privacy impact assessments (PIA)

A PIA is not considered as completed until the final, approved copy, including all eight sections outlined in Appendix C of the [Directive on Privacy Impact Assessments](#), has been sent to both the OPC and to the Information and Privacy Policy Division (TBS).

The Agency did not complete or modify any PIA in 2021-2022 as the Agency's MS 365 PIA was still in progress.

# Public interest disclosures

During the reporting period, the Agency did not disclose information pursuant to paragraph 8(2)(m) of the PA.

# Appendix A: March 2022 Delegation Order

## CANADIAN TRANSPORTATION AGENCY

### DELEGATION ORDER

#### *ACCESS TO INFORMATION ACT, ACCESS TO INFORMATION REGULATIONS, PRIVACY ACT AND PRIVACY REGULATIONS*

The Chair and Chief Executive Officer of the Canadian Transportation Agency, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, delegates to the persons holding the positions set out in the attached Schedule, or the persons occupying on an acting basis those positions, the powers, duties and functions of the Chair and Chief Executive Officer as head of the Canadian Transportation Agency, under the provisions of the Acts and related regulations set out in the Schedule opposite to each position. This delegation replaces all previous delegation orders.

3/30/2022

X



France Péjeot  
Chair and Chief Executive Officer  
Signed by: Péjeot, France

Dated, at the City of Ottawa, this 30th day of March 2022|

# ***Access to Information Act, Access to Information Regulations – Delegated authorities***

## **Part 1 of the *Access to Information Act* – Access to government records**

**Table 1: Administration of the *Access to Information Act***

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>4(2.1)</b>	<b>Duty to assist</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>6.1</b>	<b>Declining to act on request</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>7</b>	<b>Notice where access requested / Giving access to record</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>8(1)</b>	<b>Transfer of request to another government institution</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>9(1)</b>	<b>Extension of time limits</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>10</b>	<b>Notice where access is refused</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>

Provision	Description	Delegated Authority
11	Application fee waiver or refund	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> <li>ATIP Analyst</li> </ul>
12(2)	Language of access	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> <li>ATIP Analyst</li> </ul>
12(3)	Access to record in alternative format	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> </ul>

**Table 2: Exemption provisions of the *Access to Information Act***

Provision	Description	Delegated Authority
13	Refuse access - Information obtained in confidence	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> </ul>
14	Refuse access - Federal-provincial affairs	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> </ul>
15	Refuse access - International affairs and defence	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> </ul>
16	Refuse access - Law enforcement and investigations	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> </ul>
16.5	Refuse access - <i>Public Servants Disclosure Protection Act</i>	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> </ul>
17	Refuse access - Safety of individuals	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> </ul>
18	Refuse access - Economic interests of Canada	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> </ul>

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>18.1</b>	<b>Refuse access - Economic interests of certain government institutions</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>19</b>	<b>Refuse access - Personal information</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>20</b>	<b>Refuse access - Third party information</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>21</b>	<b>Refuse access - Operations of government</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>22</b>	<b>Refuse access - Testing procedures, tests and audits</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>22.1</b>	<b>Refuse access - Internal audit working papers and draft internal audit reports</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>23</b>	<b>Refuse access - Protected information – solicitors, advocates and notaries</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>23.1</b>	<b>Refuse access - Protected information – patents and trademarks</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>24</b>	<b>Refuse access - Statutory prohibitions against disclosure</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>



**Table 3: Other provisions of the *Access to Information Act***

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>25</b>	<b>Severability</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>26</b>	<b>Refuse access if information to be published</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>27(1)</b>	<b>Notice to third parties</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>27(4)</b>	<b>Notice to third parties - Extension of time limit</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>28(1)</b>	<b>Notice to third parties - Representations of third party and decision</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>28(2)</b>	<b>Notice to third parties – Waiver of representations to be made in writing</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>28(4)</b>	<b>Notice to third parties - Disclosure of record</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>33</b>	<b>Notice to Information Commissioner of third party Involvement</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>35(2)(b)</b>	<b>Right to make representations to the Information Commissioner</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>37(4)</b>	<b>Access to record to be given to complainant</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>41(2)</b>	<b>Application for review by Federal Court by government institution</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>
<b>41(5)</b>	<b>Respondent named in application for review by Federal Court</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>
<b>43(1)</b>	<b>Receive copy of application for Federal Court review</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>
<b>43(2)</b>	<b>Service or notice of application for review by the Federal Court</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>44(2)</b>	<b>Notice to person who requested record of application for review by Federal Court</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>52(2)(b)</b>	<b>Request that application for Federal Court review be heard and determined in the National Capital Region</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>52(3)</b>	<b>Request and be given opportunity to make <i>ex parte</i> representations</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>94</b>	<b>Prepare annual report to Parliament</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>

## Part 2 of the *Access to Information Act* – Proactive Publication of information

**Table 4: Proactive publication of information under the *Access to Information Act***

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>82</b>	<b>Travel expenses</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>83</b>	<b>Hospitality expenses</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>84</b>	<b>Reports tabled in Parliament</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>85</b>	<b>Reclassification of positions</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>86</b>	<b>Contracts over \$10,000</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>88</b>	<b>Briefing materials</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>

**Table 5: Responsibilities under the *Access to Information Regulations***

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>6(1)</b>	<b>Transfer of request</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>7(2)</b>	<b>Search and preparation fees</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>7(3)</b>	<b>Production and programming fees</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>8</b>	<b>Method of access</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>8.1</b>	<b>Limitations in respect of format</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>

## ***Privacy Act, Privacy Regulations – Delegated authorities***

**Table 6: Administration of the *Privacy Act***

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>8(2)(j)-(m)</b>	<b>Where personal information may be disclosed</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>
<b>8(4)</b>	<b>Requests from investigative bodies</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>
<b>8(5)</b>	<b>Notify Privacy Commissioner of 8(2)(m) disclosures</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>9(1)</b>	<b>Retain record of personal information disclosures</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>9(4)</b>	<b>Notify Privacy Commissioner of new consistent uses and amend index</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>10</b>	<b>Include personal information in personal information banks</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>14(a)</b>	<b>Notice where access requested</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>14(b)</b>	<b>Giving access to the record</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>15</b>	<b>Extension of time limits</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>17(2)(b)</b>	<b>Decision on whether to translate a response to a privacy request in one of the two official languages</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>17(3)(b)</b>	<b>Decision on whether to convert personal information to an alternative format</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>

**Table 7: Exemption provisions of the *Privacy Act***

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>18(2)</b>	<b>Decision to refuse to disclose personal information contained in an exempt bank</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>19(1)</b>	<b>Decision to refuse to disclose personal information obtained in confidence</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>19(2)</b>	<b>Authority to disclose personal information obtained in confidence</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>20</b>	<b>Refuse to disclose personal information that may be injurious to federal-provincial affairs</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>21</b>	<b>Refuse to disclose personal information that may be injurious to international affairs and defence</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>22</b>	<b>Refuse to disclose personal information prepared by an investigative body, information injurious to enforcement of a law, or information injurious to the security of penal institutions</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>22.3</b>	<b>Refuse to disclose personal information created for the <i>Public Servants Disclosure Protection Act</i></b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>23</b>	<b>Refuse to disclose personal information prepared by an investigative body for security clearance</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>24</b>	<b>Refuse to disclose personal information collected or obtained for individuals sentenced for an offence if conditions are met</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>25</b>	<b>Refuse to disclose personal information which could threaten the safety of individuals</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>26</b>	<b>Refuse to disclose personal information about other individuals</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>27</b>	<b>Refuse to disclose protected information – solicitors, advocates and notaries</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>27.1</b>	<b>Refuse to disclose protected information – patents and trademarks</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>28</b>	<b>Refuse to disclose personal information relating to an individual's medical record</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>
<b>31</b>	<b>Receive notice of investigation by the Privacy Commissioner</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>33(2)</b>	<b>Right to make representations to the Privacy Commissioner during an investigation</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>35(1)</b>	<b>Receive Privacy Commissioner's report of findings and give notice of action taken</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>35(4)</b>	<b>Provide access to additional personal information to complainant as detailed in notice of action taken</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>36(3)</b>	<b>Receive Privacy Commissioner's report of findings of investigation and recommendations of exempt banks</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>37(3)</b>	<b>Receive Privacy Commissioner's report of findings and recommendations of compliance investigation</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>51(2)(b)</b>	<b>Request that a court hearing, undertaken with respect to certain sections of the Act, be held in the National Capital Region</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>51(3)</b>	<b>Request and be given right to make representations in section 51 hearings</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>72(1)</b>	<b>Prepare annual report to Parliament</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>

**Table 8: Responsibilities of the *Privacy Regulations***

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>9</b>	<b>Allow examination of the documents (Reading Room)</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>11(2)</b>	<b>Notification of correction</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>11(4)</b>	<b>Correction refused, notation placed on file</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>13(1)</b>	<b>Disclosure to a medical practitioner or psychologist</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>14</b>	<b>Disclosure in the presence of a medical practitioner or psychologist</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>



# Appendix B: 2021-2022 Statistical report on the *Privacy Act*

Name of institution: Canadian Transportation Agency

Reporting period: 4/1/2021 to 3/31/2022

## Section 1: Requests under the *Privacy Act*

### 1.1 Number of requests

		Number of requests
Received during the reporting period		7
Outstanding from previous reporting period		0
<ul style="list-style-type: none"> <li>Outstanding from previous reporting period</li> </ul>	0	
<ul style="list-style-type: none"> <li>Outstanding from more than one reporting period</li> </ul>	0	
<b>Total</b>		<b>7</b>
Closed during the reporting period		6
Carried over to the next reporting period		1
<ul style="list-style-type: none"> <li>Carried over within legislated timeline</li> </ul>	1	
<ul style="list-style-type: none"> <li>Carried over beyond legislated timeline</li> </ul>	0	

### 1.2 Channels of requests

Source	Number of requests
Online	6
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>7</b>

## Section 2: Informal requests

### 2.1 Number of informal requests

		Number of requests
Received during the reporting period		0
Outstanding from previous reporting period		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		0
Closed during the reporting period		0
Carried over to the 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
<b>Total</b>	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	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	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	5	0	0	0	0	0	0	5
Request abandoned	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

### 3.2. Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests
18(2)	0	22(1)(a)(i)	0	23(b)	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

Number of pages processed	Number of pages disclosed	Number of requests
0	0	1

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

Disposition	Fewer than 100 pages processed		101–500 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	1	0	0	0
Neither confirmed nor denied	0	0	0	0
Total	1	0	0	0

Disposition	501–5,000 pages processed		More than 5,000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Total	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 request

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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	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 request

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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	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
<b>Total</b>	0	0	0	0	0

## 3.6 Closed requests

### 3.6.1 Number of requests closed within legislated timelines

	Requests closed within statutory deadline
Number of requests closed within statutory deadline	6
Proportion of requests closed within statutory deadline (%)	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 Requests closed beyond legislated timelines (including any extension taken)

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline 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

### 3.8 Requests for translation

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

## Section 6: Extensions

### 6.1 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 or transfer
	Further review required to determine exemptions	Large number of pages	Large volume of requests	Records difficult to obtain	Cabinet confidences (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 or transfer
	Further review required to determine exemptions	Large number of pages	Large volume of requests	Records difficult to obtain	Cabinet confidences (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	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## 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 institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	0	0	0	0
Outstanding from previous reporting period	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Closed during the reporting period	0	0	0	0
Carried over to next reporting period	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							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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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							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

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
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

## Section 8: Completion time of consultations on Cabinet confidences

### 8.1 Requests with Legal Services

Number of days	Fewer than 100 pages processed		101–500 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0
16 to 30	0	0	0	0
31 to 60	0	0	0	0
61 to 120	0	0	0	0
121 to 180	0	0	0	0
181 to 365	0	0	0	0
More than 365	0	0	0	0
<b>Total</b>	0	0	0	0

Number of days	501–1,000 pages processed		1001–5,000 pages processed		More than 500 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0
More than 365	0	0	0	0	0	0

## 8.2 Requests with Privy Council ATIP office

Number of days	Fewer than 100 pages processed		101–500 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0
16 to 30	0	0	0	0
31 to 60	0	0	0	0
61 to 120	0	0	0	0
121 to 180	0	0	0	0
181 to 365	0	0	0	0
More than 365	0	0	0	0

Number of days	501–1,000 pages processed		1001–5,000 pages processed		More than 500 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0
More than 365	0	0	0	0	0	0

## Section 9: Complaints and investigation notices received

Section 31	Section 33	Section 35	Court action	Total
0	1	1	2	4

## Section 10: Privacy impact assessments (PIAs) and personal information banks

### 10.1 Privacy impact assessments

Number of PIA(s) completed	0
Number of PIA(s) modified	0

### 10.2 Institution-specific and Central Personal Information Banks

Personal information banks	Active	Created	Terminated	Modified
Institution-specific	5	0	0	0
Central	0	0	0	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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 reported to TBS	1
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## Section 12: Resources related to the *Privacy Act*

### 11.1 Allocated Costs

Expenditures	Amount
Salaries	\$58,381
Overtime	\$0
Goods and services	\$18,925
• Professional services contracts	\$11,896
• Other	\$7,029
<b>Total</b>	<b>\$77,306</b>

## 11.2 Human Resources

<b>Resources</b>	<b>Person-years dedicated to privacy activities</b>
Full-time employees	0.600
Part-time and casual employees	0.400
Regional staff	0.000
Consultants and agency personnel	0.200
Students	0.000
<b>Total</b>	<b>1.200</b>

# Appendix C: 2021-2022 Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*

## Section 1 – Capacity to receive requests under the *Access to Information Act* and the *Privacy Act*

The following table reports the total number of weeks of received ATIP requests through the different channels between 2021-04-01 and 2022-03-31.

	Number of weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

## Section 2 – Capacity to process records under the *Access to Information Act* and the *Privacy Act*

2.1 – The following table reports the total number of weeks of processed paper records in different classification levels between 2021-04-01 and 2022-03-31.

	No capacity	Partial capacity	Full capacity	Total
Unclassified – paper records	0	0	52	52
Protected B – paper records	0	0	52	52
Secret and Top Secret – paper records	0	0	52	52

2.2 – The following table reports the total number of weeks of processed electronic records in different classification levels between 2021-04-01 and 2022-03-31.

	No capacity	Partial capacity	Full capacity	Total
Unclassified – electronic records	0	0	52	52
Protected B – electronic records	0	0	52	52
Secret and Top Secret – electronic records	0	0	52	52

### Section 3 – Open requests and complaints under the *Access to Information Act*

3.1 - The following table reports the total number of open requests that are outstanding from 2021-04-01 and 2022-03-31.

<b>Fiscal Year Open Requests were Received</b>	<b>Open requests that are <i>Within</i> Legislated Timelines as of March 31, 2022</b>	<b>Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022</b>	<b>Total</b>
Received in 2021-2022	11	0	<b>11</b>
Received in 2020-2021	0	0	<b>0</b>
Received in 2019-2020	0	0	<b>0</b>
Received in 2018-2019	0	0	<b>0</b>
Received in 2017-2018	0	0	<b>0</b>
Received in 2016-2017	0	0	<b>0</b>
Received in 2015–2016 or earlier	0	0	<b>0</b>
<b>Total</b>	<b>11</b>	<b>0</b>	<b>11</b>

3.2 - The following table reports the total number of open complaints with the Information Commissioner of Canada that are outstanding from 2021-04-01 and 2022-03-31.

<b>Fiscal year Open Complaints were received by Institution</b>	<b>Number of Open Complaints</b>
Received in 2021-2022	4
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015–2016 or earlier	<b>0</b>
<b>Total</b>	<b>4</b>

## Section 4 – Open requests and complaints under the *Privacy Act*

4.1 - The following table reports the total number of open requests that are outstanding from 2021-04-01 and 2022-03-31.

Fiscal Year Open Requests were Received	Open requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines of March 31, 2022	Total
Received in 2021-2022	1	0	1
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015–2016 or earlier	0	0	
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>

4.2 - The following table reports the total number of open complaints with the Privacy Commissioner of Canada that are outstanding from 2021-04-01 and 2022-03-31.

Fiscal year Open Complaints were received by Institution	Number of Open Complaints
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	1
Received in 2017-2018	0
Received in 2016-2017	1
Received in 2015–2016 or earlier	0
<b>Total</b>	<b>2</b>

## Section 5 – Social Insurance Number (SIN)

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022	<b>No</b>
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