

2015–2016 Annual Report of the *Privacy Act* of the Natural Sciences and Engineering Research Council of Canada (NSERC)

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Introduction

The *Privacy Act* (R.S., 1985, c. P-21) was proclaimed on July 1, 1983. The *Privacy Act* (the “*Act*”) provides Canadian citizens and permanent residents with the right of access to, and correction of, personal information about themselves that is under the control of a government institution. The *Act* also provides the legal framework for the collection, retention, use, disclosure, disposition and accuracy of personal information in the administration of programs and activities by government institutions subject to the *Act*.

Under the *Act*, personal information is defined as “information about an identifiable individual that is recorded in any form.” Examples include information relating to the race, national or ethnic origin, colour, religion, age or marital status of an individual; the education or the medical, criminal, financial or employment history of an individual; the address, fingerprints or blood type of an individual; and any identifying number, symbol or other particular identifier assigned to an individual.

This Annual Report provides a summary of the management and administration of the *Privacy Act* within the Natural Sciences and Engineering Research Council of Canada for the fiscal year 2015-2016. It has been prepared and tabled in Parliament in accordance with section 72 of the *Privacy Act*. It covers the period from April 1, 2015, to March 31, 2016.

Additional Copies

Additional copies of this report can be obtained by contacting NSERC by mail, email, telephone or fax.

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Part I — General Information on NSERC

1.1 Mission

NSERC invests in *People, Discovery and Innovation* through partnerships and programs that support post-secondary research in the natural sciences and engineering on the basis of national, peer-reviewed competitions.

1.2 Vision

NSERC aims to make Canada a country of discoverers and innovators for the benefit of all Canadians. The agency supports university students in their advanced studies, promotes and supports discovery research, and fosters innovation by encouraging Canadian companies to participate and invest in postsecondary research projects. NSERC researchers are on the vanguard of science, building on Canada's long tradition of scientific excellence.

1.3 Mandate

NSERC promotes and assists research in the natural sciences and engineering, and advises the Minister on research matters. NSERC creates value for Canada by investing in scientific inquiry and discovery research. This is at the core of NSERC's mandate.

NSERC's role is to make investments in people, discovery and innovation to increase Canada's scientific and technological capabilities for the benefit of all Canadians. NSERC invests in people by supporting postsecondary students and postdoctoral fellows in their advanced studies. NSERC promotes discovery by funding research conducted by postsecondary professors and foster innovation by encouraging Canadian companies to participate and invest in postsecondary research and training.

1.4 Values Guiding the NSERC's Actions

NSERC values its contribution to Canada and is proud of its organization's reputation for excellence – excellence in the research it supports, the programs it manages and the quality of service it offers to its clients internally and externally.

NSERC is committed to continuous improvement through leadership, teamwork and open communication. It conducts its business with integrity, transparency, flexibility and accountability because these values are important to NSERC and to the people with whom it interacts. The ethical and performance standards that are applied to it are as high as those that are required of researchers.

We are people who respect and value the contributions of others. We are enriched by the diversity of people with whom we work and interact, and continuously learn and grow through these interactions.

1.5 Strategic Objectives

People: Attract and retain the best students and researchers in Canada.

Discovery: Enable Canadian scientists and engineers to become global leaders in their fields.

Innovation: Increase Canada's prosperity by building connections and supporting the application of research.

Impact: Promote the accomplishments of Canadian researchers and strengthen our business excellence.

1.6 Responsibilities

NSERC is the primary federal agency investing in post-secondary research and training in the natural sciences and engineering. NSERC was established on May 1, 1978, as a federal agency defined as a “separate employer” by the *Public Service Staff Relations Act*. It is funded directly by Parliament and reports to it through the Minister of Innovation, Science and Economic Development Canada (ISED), with responsibility for promoting and assisting research in the natural sciences and engineering, other than the health sciences.

1.7 NSERC's Strategic Outcome and Program Alignment Architecture (PAA)

Canada is a world leader in advancing, connecting and applying new knowledge in the natural sciences and engineering.

The chart below presents NSERC's Program Alignment Architecture in effect in the reporting period 2015-2016.

Strategic Outcome		
1.0 Canada is a world leader in advancing, connecting and applying new knowledge in the natural sciences and engineering		
Programs		
1.1 People: Research Talent	1.2 Discovery Advancement of Knowledge	1.3 Innovation Research Partnerships
Sub-Programs	Sub-Programs	Sub-Programs
1.1.1 Science and Engineering Promotion 1.1.2 Scholarships and Fellowships 1.1.3 Alexander Graham Bell Canada Graduate Scholarships* 1.1.4 Vanier Canada Graduate Scholarships* 1.1.5 Banting Postdoctoral Fellowships	1.2.1 Discovery Research 1.2.2 Research Equipment and Infrastructure 1.2.3 Canada First Research Excellence Fund*	1.3.1 Research in Strategic Areas 1.3.2 Industry-driven Collaborative Research and Development 1.3.3 Networks of Centres of Excellence 1.3.4 Training in Industry* 1.3.5 Commercialization of Research* 1.3.6 College and Community Innovation

1.1.6 Canada Research Chairs*		
1.1.7 Canada Excellence Research Chairs		
The following program activity supports NSERC's strategic outcome		
1.4 Internal Services		
Governance and Management Support Resource Management Services Asset Management Services		
*Programs involving more than one granting agency		

For additional information on the definition of each program activity, you can consult the NSERC Info Source chapter at the following Internet Website:
http://www.nserc-crsng.gc.ca/ATIP-AIPRP/InfoSource-InfoSource/index_eng.asp

Part II — Report on the *Privacy Act*

2.1 Delegation Order

Under section 3.1 of the *Privacy Act*, the President of NSERC is designated as the head of the government institution for purposes of the administration of the *Act*.

Pursuant to section 73 of the *Act*, deputy heads may delegate any of their powers, duties or functions under the *Act* by signing an order authorizing one or more officers or employees of the institution, who are at the appropriate level, to exercise or perform the powers, duties or functions of the head specified in the order.

The Delegation of Authority approved by the President is enclosed in Appendix A.

2.2 The Access to Information and Privacy Coordinator

The Access to Information and Privacy (ATIP) Office coordinates responses to requests submitted to NSERC under the *Access to Information Act (ATIA)* and the *Privacy Act (PA)*. It also provides interpretation, advice and recommendations to NSERC staff on the implication of privacy on their activities and delivers training, education and awareness sessions to staff.

- NSERC has one ATIP Coordinator responsible for all aspects of the application, interpretation and administration of the *Privacy Act* within NSERC, and for ensuring NSERC compliance with the *Act*, including reporting requirements.
- The ATIP Coordinator coordinates all activities relating to the operation of the *Acts* and related regulations, directives and guidelines.

- The ATIP Coordinator coordinates responses to formal requests; conducts research and analysis; provides advice, recommendations, and value-added solutions to NSERC managers and staff; ensures privacy is factored into the planning of NSERC programs and activities; and develops and implements policies, procedures and training sessions.
- The ATIP Coordinator represents NSERC externally, manages the ATIP office and supervises staff.

2.3 The ATIP Management Structure

The ATIP office resides in NSERC Secretariat under the directorship of the Corporate Secretary. The office is also responsible for the administration of the *ATIA* and *PA*.

For this fiscal period, the ATIP office consisted of a full-time ATIP Coordinator and an officer dedicated on a part-time basis. In 2015-2016, the total staff resources dedicated to privacy was 0.50 full time employee.

2.4 Privacy Considerations and Processing files

Appropriate mechanisms are in place to ensure compliance with the *Privacy Act* in responding to formal requests in accordance with Designation Orders through the following actions and procedures:

Processing and managing the privacy requests by using the NSERC ATIP tracking tools and complying with the privacy provisions of the *Act* and its respective regulations, policies and guidelines.

2.5 Assisting Requesters

In conformity with the principle of “duty to assist”, NSERC assists requesters to present their requests in compliance with the *Act*.

Maintaining an ongoing discussion with the requesters in order to fully respond to the requesters’ needs and then provide a sound response to their requests.

2.6 Advising, Educating Staff and Clients

Guiding management on privacy policies as they affect their regular business operations. Informing NSERC staff of obligations and responsibilities with respect to privacy protections in the administration of requests under the *Privacy Act*, through regular ATIP learning sessions and day to day inquiries.

Informing and providing informal advice to the research community on NSERC’s legislative obligations according to the *Act* for grant/award applications and peer review processes.

2.7 Reporting

2.8 NSERC and the Management of Personal Information

NSERC recognizes that information is a critically valuable resource that must be managed properly in accordance with the TBS policies and guidelines and Library and Archives Canada (LAC) proposed methodologies and authorised dispositions of information.

NSERC relies on the Information Management office, guided by its Information Management Policy and the TBS June 2009 *Directive on Recordkeeping* requirements to ensure overall direction on how to manage the information within NSERC.

NSERC has adopted a careful, prudent and consent based approach to the collection, use, disclosure and retention of the personal information for its programs and activities. The personal information is managed in such a way as to comply with sections 4 to 8 of the *Privacy Act*.

2.9 NSERC Privacy Best Practices on Processes and Procedures

NSERC takes the following approaches to better assist and respond to privacy requests:

- The applicant's identity is not taken into consideration during the processing of a request, nor is it revealed to departmental officials, unless there is a need to do so to enable the retrieval of information and/or if consent is provided by the applicant;
- Regular communication is established with applicants to clarify and narrow requests, provide updates and explain the privacy process and rights pursuant to the *Act*;
- Records are provided in the format requested.
- Facilitating discussions and/or meetings with program and/or corporate officials in order to process the privacy requests received;
- Providing interim responses to the requester when possible;
- An area of the NSERC premises has been designated as a public reading room in order to give requesters alternative access to their personal information;

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- Annual updating of the NSERC *Info Source* chapter and the Privacy Information Banks (PIBs) as per TBS requirements.

2.10 Challenges and Accomplishments

NSERC supports employees of ATIP in reaching its career goals and provides training opportunities.

2.11 Human and Financial Resources

In year 2015-2016, there has been a lot of movement with the ATIP staff resources, making it difficult to perform daily operations and meeting legal compliance requirements.

Temporary help resources were hired and NSERC is planning to hire a consultant to modify its chapter in *Info Source* to reflect its current programs and Program Alignment Architecture. NSERC is also taking the necessary measures to hire an indeterminate ATIP Coordinator and an indeterminate Secretariat Officer.

2.12 Collection, Use and Disclosure of Personal Information

NSERC Personal Information Banks (PIB) descriptions were updated in *Info Source*. The ATIP Office has reviewed the description of its programs, activities and systems and nine PIBs.

2.13 Personal Information Banks

The nine confirmed PIBs from TBS are the following:

People-Supporting Students and Fellows

- International Programs: NSERC PPU 070
- Scholarships and Fellowships: NSERC PPU 065
- Visiting Fellowships in Canadian Government Laboratories: NSERC PPU 085

Discovery-Funding Basic Research

- General Support Programs: NSERC PPU 060
- Research Grants: NSERC PPU 095

Innovation-Funding Research in Strategic Areas

- Strategic Projects: NSERC PPU 080

Innovation-Funding University-Industry-Government Partnerships

- Collaborative Research Initiatives: NSERC PPU 055
- Research Partnerships Programs: NSERC PPU 090
- Compliance-Integrity in Research and Scholarship and other Research Compliance Policies: NSERC PPU 023

2.14 Exempt Banks

NSERC does not have any exempt banks. There were no denials of access under subsection 18(2) of the *Act*.

2.15 Disclosure under section 8(2) of the *Privacy Act*

Personal information under the control of a government institution should not, without the consent of the individual to whom it relates, be disclosed by the institution except in accordance with subsection 8(2) of the *Act*.

Subsection 8(2) indicates that subject to any other *Act* of Parliament, personal information under the control of a government institution may be disclosed pursuant to the exceptions specified in applicable paragraphs 8(2)(a) to 8(2)(m) of the *Act*.

Paragraph 8(2)(m) of the *Privacy Act* concerns cases where, in the opinion of the head of the institution, the public interest in disclosure clearly outweighed any invasion of privacy that could result from the disclosure or where disclosure would clearly benefit the individual to whom the information relates.

In the reporting period, NSERC did not release any information under paragraph 8(2)(m) of the *Act*.

2.16 Review of Documents

The ATIP office routinely reviews certain documents prior to their release, publication or Internet posting. The documents mostly reviewed by the ATIP office are privacy notice statements, draft Privacy Impact Assessment (PIA), program initiatives, project implementation plans, information technology networks implementation, etc. The documents are reviewed to make sure the proposed activities comply with the collection, use, retention and disclosure of personal information under the *Privacy Act*.

Part III — Strategies and Initiatives to Increase Performance and Compliance

3.1 Business Practices in Compliance with the TBS Policies and Guidelines

3.2 Informal Practices: Consistent with the principle of the *Act*, some informal personal information requests may be addressed directly to divisions within NSERC.

NSERC encourages this practice provided that the information released is clearly the information of the requester.

For example, in 2015-2016 NSERC proactively disclosed to over 12,000 grant/award applicants over 10,000 evaluation reports from external peer reviewers. These reports provide feedback to applicants on the quality of their proposals.

NSERC's ATIP office has its own web page, with contact information where requesters can find answers to their questions related to the *Privacy Act*, accessible at the following address: http://www.nserc-crsng.gc.ca/ATIP-AIPRP/AIPS-SIRP_eng.asp

3.3 Reporting

NSERC meets TBS' statutory and regulatory requirements by submitting its Privacy Annual Report on time.

3.4 ATIP Operational Activities: Internal Advice and Training

3.5 Internal Advice

In addition to processing *Privacy Act* requests, the ATIP office provides general advice to NSERC managers and employees regarding a variety of issues and questions related to the *Privacy Act*, and guidance on the processing of the Privacy requests. In 2015-2016, eighteen privacy recommendations were provided to NSERC internal and external clients.

3.6 Training

The ATIP office provided two training sessions where information was provided to thirty NSERC employees regarding their obligations under the *Privacy Act*.

The ATIP office also provided specific two training sessions for 30 program staff regarding information to be redacted relevant to external reviewer's reports for proactive disclosure to applicants.

3.7 Tracking System and Managing Requests

Since 2014, NSERC has been processing all requests with the Access Pro Case Management and Access Pro Redaction software. The system has facilitated the processing, management and tracking of requests and increased efficiencies in meeting the Treasury Board Secretariat of Canada's requirements on ATIP reporting activities (Annual Privacy statistics, processing requests, etc.).

Part IV — Statistical Report: Interpretation

Statistical reporting on the administration of the *Access to Information Act* and the *Privacy Act* has been in place since 1983. The statistical reports prepared by government institutions provide aggregate data on the application of the *Access to Information Act* and *Privacy Act*. This information is made public on an annual basis in an *Info Source Bulletin* and is included with the annual reports on access to information and privacy, which are tabled in Parliament by each institution.

The Secretariat's 2015-16 statistical report on the *Privacy Act* is provided in Appendix B.

4.1 Requests under the *Privacy Act*

From April 1, 2015 to March 31, 2016, NSERC received and processed two new requests (two requests less than received in the previous reporting period for 2014-2015). There were no outstanding requests from the previous reporting period (2014-2015).

NSERC completed the two requests during the reporting period and no requests were carried forward into the 2016-2017 reporting period. As was the case for the previous reporting period, the preferred method of access requested by NSERC's applicants was to receive electronic copies of government records rather than to receive a paper version or simply viewing them in government offices.

4.2 Nature of Requests

Two requests (100%) were from applicants for grant/award files who required information about their personal information.

4.3 Inter-Organizational Consultations

NSERC did not receive any request for privacy consultations from other government departments.

4.4 Informal Review of Information

The ATIP office of NSERC did not receive any informal request for privacy during the fiscal year 2015-2016.

4.5 Disposition of Requests Completed

For the two privacy requests NSERC completed, information was released in part.

4.6 All Disclosed

In none of the completed cases the applicant was provided with full access to the relevant records.

4.7 Disclosed in Part

In both requests received, the relevant records were partially disclosed. (80%)

4.8 Nothing Disclosed (*Exempted or Excluded*)

The two requests completed contained partial communication of information in conformity with exemptions provision of the *Privacy Act* (80%).

NSERC has not referred to exclusion of the Act for neither request received.

4.9 Unable to Process

In this reporting period, NSERC processed all of its requests.

4.10 Abandoned by the Applicant

No requests were abandoned by the applicant.

4.11 Transferred

No request were transferred to another government institution.

4.12 Treated Informally

No informal privacy request was received by the ATIP Office of NSERC.

4.13 Exemptions Invoked

An individual's right of access to their personal information under the *Act* is limited by a number of exemptions specified in sections 18 through 28 of the *Act*.

NSERC invoked exemptions under s. 26 (personal information about another individual) of the *Act* for both privacy requests received.

4.14 Exclusions Invoked

Pursuant to section 69, the *Act* does not apply to material that is published or available for purchase, library or museum material preserved solely for public record, material deposited with Library and Archives Canada, as well as records considered to be confidences of the Queen's Privy Council of Canada pursuant to section 70 of the *Act*.

No exclusions were invoked by NSERC during the processing of requests in the reporting period.

4.15 Extension of Time Limits

Both requests completed during the reporting period required a 30 day extension.

4.16 Completion Time

Both requests were completed within sixty days following the receipt date. NSERC monitors the time to process privacy requests using AccessPro Case Management and the Corporate Secretary is advised of progress.

4.17 Translations

In this reporting period, NSERC received no requests for translation from English to French and/or from French to English.

4.18 Method of Access

The two requests were disclosed electronically.

4.19 Corrections and notations

NSERC received no requests for the correction of personal information (as per section 12(2) of the *Privacy Act*).

4.20 Costs

The salary costs for this fiscal year were \$20,668 while the total costs associated with the program were \$34,275.

The associated full-time staff resources utilized for this reporting period were estimated at 0.50 thus, remaining at the same as the staff resources utilized in the last fiscal year (2014-2015).

Part V — Complaints

5.1 Number and Nature of Complaints

During the 2015-2016 fiscal year, no privacy complaints were reported.

Part VI — Privacy Impact Assessments

6.1 Information Holdings

Info Source is a series of publications containing information about, and collected by, the Government of Canada. The primary purpose of *Info Source* is to assist individuals in exercising their rights under the *Access to Information Act* and the *Privacy Act*. *Info Source* also supports the federal government's commitment to facilitate access to information regarding its activities.

A description of the NSERC's functions, programs, activities and related information holdings can be found in NSERC's *Info Source: Sources of Federal Government and Employee Information* at the following link: http://www.nserc-crsng.gc.ca/ATIP-AIPRP/InfoSource-InfoSource/Index_eng.asp

Info Source also provides private individuals and federal government employees (current and former) with the information required to access their personal information held by government institutions that are subject to the *Privacy Act*. This year, NSERC's ATIP Office assessed the 2013 and the 2014 *Info Source* recommendations from Treasury Board Secretariat's Information and Privacy Policy Division. The ATIP Office will be implementing some of the recommendations for the 2015 *Info Source* update.

All *Info Source* publications are available online free of charge.

6.2 Privacy Impact Assessments

The Privacy Impact Assessment (PIA) Policy became effective as of May 2, 2002. The goal of the Policy is to allow government institutions to identify whether a program or a service delivery initiative, involving the collection, use or disclosure of personal information as defined in the *Act*, complies with privacy principles. The Policy also aims to avoid or mitigate any identifiable risks to privacy.

One Privacy Impact Assessment (PIA) was completed during the previous reporting period (2014-2015) and during which, the work was carried. However, the PIA was later approved in April 2015 and therefore submitted during fiscal year 2015-2016. The PIA was conducted to develop an informed assessment of the privacy risks associated with the use of the Research Portal and CRM and to provide recommendations to mitigate identified privacy risks to an acceptable level. The Research Portal/CRM is a key business transformation initiative implemented by NSERC and SSHRC (the agencies) to administer a limited number of grants and awards (available via select funding opportunities). Going forward, this system will become the key service delivery platform for all funding opportunities administered by the Agencies. Accordingly, the Research Portal/CRM PIA was conducted from a bi-Agency-wide perspective, to ensure a common baseline approach to privacy governance and risk mitigation.

The agencies jointly coordinated a privacy impact assessment (PIA) of The Research Portal and Microsoft Dynamics CRM platform for the management of grants and awards. The transition to the Research Portal and CRM technology platform was intended to modernize and replace existing technology and improve the agencies' grant management systems. A PIA was required as The Research Portal/CRM were in a phase of rapid development, expanding the range of functionalities and preparing to onboard more programs. Consequently, the agencies have mutually decided to review, update and complete the 2012 Draft PIA to meet their obligations under the *Privacy Act* and the Treasury Board of Canada Secretariat's (TBS) policies, directives, standards and guidelines regarding privacy, information management and security; as well as the factors set out by the Office of the Privacy Commissioner of Canada (OPC) in *Expectations: A Guide for Submitting Privacy Impact Assessments*.

The PIA included a table summarizing the privacy risks with practical mitigation measures that will assist in improving privacy safeguards, processes and overall compliance.

Appendix A — Delegation Instrument
Appendix B — 2015-2016 Annual *Privacy Act* Statistical Report

OFFICIAL DOCUMENT

DOCUMENT OFFICIEL

NATURAL SCIENCES AND
ENGINEERING RESEARCH
COUNCIL OF CANADA

CONSEIL DE RECHERCHES EN
SCIENCES NATURELLES ET EN
GÉNIE DU CANADA

DELEGATION OF AUTHORITY

DÉLÉGATION DE POUVOIRS

ACCESS TO INFORMATION ACT
AND PRIVACY ACT

LOI SUR L'ACCÈS À
L'INFORMATION ET LOI SUR LA
PROTECTION DES
RENSEIGNEMENTS
PERSONNELS

I, the President of the Natural Sciences and Engineering Research Council of Canada, pursuant to Section 73 of the *Access to Information Act* and the *Privacy Act*, hereby authorize employees of the Natural Sciences and Engineering Research Council of Canada, whose positions are set out in the attached Schedule, to carry out those of my powers, duties or functions under the Acts that are set in the Schedule in relation to those positions.

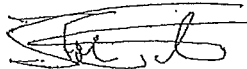
En ma qualité de président du Conseil de recherches en sciences naturelles et en génie du Canada et conformément à l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente les employés du Conseil de recherches en sciences naturelles et en génie du Canada dont les postes sont indiqués dans l'annexe ci-jointe à exécuter ces attributions en vertu des lois précisées dans l'annexe visant ces postes.

Dated at Ottawa

Fait à Ottawa

This 11th day of May, 2016

Ce 11 jour de mai, 2016



Dr. B. Mario Pinto (President/Président)

Delegation		Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
Privacy Act						
Disclosure to investigative bodies	8(2)(e)	yes	yes	yes		
Disclosure for research and statistics	8(2)(j)	yes	yes	yes	yes	yes
Disclosure in public interest clearly outweighs any invasion of privacy	8(2)(m)(i)	yes	yes	yes		
Disclosure in public interest, benefit of individual	8(2)(m)(ii)	yes	yes	yes		
Record of disclosure for investigations	8(4)	yes	yes	yes	yes	yes
Notify Privacy Commissioner of 8(2)(m)	8(5)	yes	yes	yes	yes	yes*
Record of consistent uses	9(1)	yes	yes	yes	yes	yes
Notify Privacy Commissioner of consistent uses	9(4)	yes	yes	yes	yes	yes
Personal information in banks	10(1)	yes	yes	yes	yes	yes
Notice where access is granted	14	yes	yes	yes	yes	yes
Extension of time limits	15	yes	yes	yes	yes	yes
Notice where access is refused	16	yes	yes	yes	yes	yes
Decision regarding translation	17(2)(b)	yes	yes	yes	yes	yes*
Conversion to alternate format	17(3)(b)	yes	yes	yes	yes	yes*
Refuse access - exempt bank	18(2)	yes	yes	yes	yes	yes
Refuse access - confidential information	19(1)	yes	yes	yes	yes	yes*
Disclose confidential	19(2)	yes	yes	yes	yes	yes

Delegation		Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
information						
Refuse access – federal-provincial affairs	20	yes	yes	yes	yes	yes*
Refuse access – international affairs, defence	21	yes	yes	yes	yes	yes*
Refuse access – law enforcement and investigation	22	yes	yes	yes	yes	yes*
Refuse access – security clearance	23	yes	yes	yes	yes	yes
Refuse access – person under sentence	24	yes	yes	yes	yes	yes
Refuse access – safety of individuals	25	yes	yes	yes	yes	yes*
Refuse access – another person's information	26	yes	yes	yes	yes	yes
Refuse access – solicitor-client privilege	27	yes	yes	yes	yes	yes
Refuse access – medical record	28	yes	yes	yes	yes	yes*
Receive notice of investigation	31	yes	yes	yes	yes	yes
Representation to Privacy Commissioner	33(2)	yes	yes	yes	yes	yes
Response to findings and recommendations of the Privacy Commissioner within a specified time	35(1)(b)	yes	yes	yes	yes	yes
Access given to complainant	35(4)	yes	yes	yes	yes	yes
Response to review of exempt banks	36(3)(b)	yes	yes	yes	yes	yes
Response to review of compliance	37(3)	yes	yes	yes	yes	yes
Request of court hearing in the National Capital Region	51(2)(b)	yes	yes	yes	yes	yes
Ex parte representation to	51(3)	yes	yes	yes	yes	yes

Delegation		Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
court						
Privacy Regulations						
Reasonable facilities and time provided to examine personal information	9	yes	yes	yes	yes	yes
Notification that correction to personal information has been made	11(2)	yes	yes	yes	yes	yes
Notification that correction to personal information has been refused	11(4)	yes	yes	yes	yes	yes
Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	13(1)	yes	yes	yes		
Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	14	yes	yes	yes		

*Indicates that the Access to Information & Privacy Coordinator may sign under this provision with approval of the President or other senior designates.



Statistical Report on the *Privacy Act*

Name of institution: Natural Sciences and Engineering Research Council of C

Reporting period: 2015-04-01 to 2016-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	2
Outstanding from previous reporting period	0
Total	2
Closed during reporting period	2
Carried over to next reporting period	0

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	2	0	0	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	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	0	2	0	0	0	0	2

2.2 Exemptions

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

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	2	0	0
Total	2	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	0	0
Disclosed in part	160	160	2
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	160	160	2

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	58	1	102	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	1	58	1	102	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	2	0	0	0	2
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	2	0	0	0	2

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

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
Total	0	0	0

2.7 Requests for translation

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

Part 3: Disclosures Under Subsections 8(2) and 8(5)

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

Part 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

Part 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Interference With Operations	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	2	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	2	0	0	0

Part 8: Complaints and Investigations Notices Received

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

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0
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Part 10: Resources Related to the Privacy Act**10.1 Costs**

Expenditures	Amount
Salaries	\$20,666
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$20,666

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.50

Note: Enter values to two decimal places.