

Privacy Act

**Canadian Centre for Occupational Health and Safety
Annual Report to Parliament
April 1, 2022 – March 31, 2023**

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Catalogue No. CC271-11E-PDF

ISSN 2564-3630

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Health and Safety website at [http://https://www.ccohs.ca/](https://www.ccohs.ca/)

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1.0 Introduction

The Canadian Centre for Occupational Health and Safety (CCOHS) is pleased to present to Parliament its annual report on the administration of the *Privacy Act* for the fiscal year commencing April 1, 2022, ending March 31, 2023.

1.1 About the *Privacy Act*

The purpose of the Act is to protect the privacy of individuals with respect to personal information about them held by a government institution and to provide individuals with a right of access to that information and the right to request the correction of that information. This report has been prepared in accordance with Section 72 of the *Privacy Act*.

Section 72 of the Act requires that the head of every federal government institution submit an annual report to Parliament on the administration of the Act during the fiscal year. This report outlines CCOHS' accomplishments in carrying out its privacy responsibilities and obligations during the 2022–2023 reporting period.

1.2 About the Canadian Centre for Occupational Health and Safety

The Canadian Centre for Occupational Health and Safety is a departmental corporation under Schedule II of the *Financial Administration Act*, created by Parliament in April 1978 to promote the right of workers in Canada to a healthy and safe working environment. CCOHS is governed by a tripartite council with representatives of employers, workers and governments (federal, provincial and territorial) and is accountable to Parliament through the Minister of Labour. CCOHS is subject to the *Access to Information Act* and *Privacy Act* (ATIP).

CCOHS' mandate is to serve workers in Canada and the world with credible and relevant tools and resources to improve workplace health and safety programs. We believe that all workers in Canada have a fundamental right to a healthy and safe working environment. Through our programs, services, knowledge, commitment, and action, CCOHS will continue its efforts to advance health and safety in the workplace.

CCOHS is Canada's national occupational health and safety resource which is dedicated to the advancement of occupational health and safety performance by providing necessary services including information and knowledge transfer; training and education; cost-effective tools for improving occupational health and safety performance; management systems services supporting health and safety programs; injury and illness prevention initiatives and promoting the total well-being – physical, psychosocial and mental health - of working people. The Centre was created to provide a common focus for and coordination of information in the area of occupational health and safety.

To do this, CCOHS organizes its programs and services to achieve the following strategic outcome:

Improved workplace conditions and practices that enhance the health, safety and well-being of workers in Canada.

2.0 Privacy Management at CCOHS

As CCOHS is a small department with very few requests, minimal time is spent administering the Act.

The activities of CCOHS for Privacy are:

- processing requests under the Act through manual data retrieval processes,
- representing CCOHS in dealings with the Treasury Board of Canada Secretariat, the Information Commissioner and other government departments and agencies regarding the application of the Act as it relates to CCOHS,
- responding to consultations submitted by other federal institutions on CCOHS documents under consideration for release,
- preparing statistical and annual reports to Parliament and other statutory reporting requirements, as well as other material that may be required by central agencies,
- developing and maintaining policies, procedures and guidelines to ensure the Act is respected by departmental staff,
- promoting awareness of the Act within the department to ensure responsiveness to the obligations imposed on the government, and
- monitoring departmental compliance with the Act, regulations and relevant procedures and policies.

Under Section 73 of the *Privacy Act*, institutions within the same ministerial portfolio can work together to process requests. CCOHS was not party to any service agreements with other government departments related to access to information during the reporting period.

Additional copies of this report may be obtained from:

Access to Information and Privacy Coordinator
Canadian Centre for Occupational Health and Safety
135 Hunter Street East
Hamilton, Ontario L8N 1M5

3.0 Delegation Order

Section 73 of the *Privacy Act* empowers the head of the institution to delegate any of the powers, duties or functions assigned to them to employees of the institution. During the current reporting period, none of the responsibilities under the Act were delegated but were administered by CCOHS' PCEO with the assistance of the Financial Administrative Officer.

4.0 Summary of Key Data

The Statistical Report on the *Privacy Act* for 2022-2023 can be found in Annex A.

4.1 Requests Received and Completed Under the *Privacy Act*

In 2022-2023, CCOHS received two requests pursuant to the *Privacy Act* both of which were abandoned.

As demonstrated in the chart below, the volume of requests received during 2022-23 was consistent with those of previous years.

PRIVACY REQUESTS	2022-23	2021-2022	2020-2021	2019-2020	2018-2019
REQUESTS RECEIVED DURING CURRENT REPORTING PERIOD	2	3	1	0	0
REQUESTS OUTSTANDING FROM PRIOR PERIODS	0	1	0	0	0
REQUESTS COMPLETED	2	4	0	0	0
REQUESTS CLOSED WITHIN LEGISLATED TIMELINES	100%	100%	0%	N/A	N/A

There was no impact of COVID-19-related measures on the department's ability to fulfill its responsibilities under the *Privacy Act* and no mitigation measures were implemented.

4.2 Exemptions and Exclusions

Canadians have a right of access to their personal information, but the *Privacy Act* identifies specific exemptions for which the need for confidentiality of certain information is recognized. An exemption is a provision under the Act that authorizes the head of the government institution to not disclose personal information in response to a privacy request.

No exemptions have been invoked during this reporting period.

4.3 Consultations Received from Other Government of Canada Institutions and Other Organizations

In 2022-2023, CCOHS did not receive any consultation requests from any Government of Canada institution.

5.0 Training and Awareness Activities

CCOHS is a small department and receives limited requests under the Act each year. Therefore, no formal training has been given to staff.

6.0 Policies, Guidelines and Procedures

CCOHS has not implemented any new policies, guidelines or procedures during the year.

7.0 Complaints and Investigations

No complaints were registered with the Office of the Privacy Commissioner during the reporting period.

8.0 Monitoring Compliance

Due to the low volume of requests received, CCOHS does not have a formal or automated tracking system to record completion time. Instead, a manual record is used to track the progress of its requests which is monitored by CCOHS' President and CEO and the Financial Administrative Officer.

9.0 Material Privacy Breaches

No material privacy breaches were reported to the Office of the Privacy Commissioner during the current reporting period and CCOHS did not implement any new policies, guidelines or procedures.

10.0 Privacy Impact Assessments

In 2002, Treasury Board issued a policy that requires federal government institutions subject to the *Privacy Act* to conduct Privacy Impact Assessments (PIA) before establishing new programs, systems or policies or before making any substantial modifications to an existing program, system or policy.

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

11.0 Public Interest Disclosure

In accordance with paragraph 8(2)(a) of the *Privacy Act*, personal information collected by CCOHS in the course of its programs and activities is being disclosed only for the purpose for which it was collected. During 2022-2023, CCOHS did not disclose personal information for any other purposes as outlined in paragraphs 8(2)(b) through (m) inclusively.

Annex A: Statistical Report on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: Canadian Centre for Occupational Health & Safety
Reporting Period: 2022-04-01 to 2023-03-31

Section 1: Requests under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		2
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		2
Closed during reporting period		2
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of Requests
Online	0
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
Total	2

Section 2: Informal Requests

2.1 Number of informal requests

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

2.2 Channels of informal requests

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

2.3 Completion time of informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
0	0	0	0	0	0	0	0

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2.4 Pages released informally

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

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							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
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	1	1	0	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	1	1	0	0	0	0	2

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

3.4 Format of information released

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

3.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	2

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	2	0	0	0	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

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

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

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

3.5.5 Relevant minutes processed and disclosed for video formats

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

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

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

3.5.7 Other complexities

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

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3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	2
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

3.7.2 Request closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

3.8 Requests for translation

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

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

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

Section 5: Requests for Correction of Personal Information and Notations

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

Section 6: Extensions

6.1 Reasons for extensions

Number of extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
0	0	0	0	0	0	0	0	0

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6.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater								0
Total	0	0	0	0	0	0	0	0

Section 7: Consultations Received From Other Institutions and Organizations

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

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

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

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

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

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

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Complaints and Investigations Notices Received

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

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

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	1	0	0	0
Central	36	0	0	0
Total	37	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

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

11.2 Non-Material Privacy Breaches

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

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$800
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$800

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.010
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.010