



Annual Report to Parliament on the *Privacy Act*

April 1, 2020 to
March 31, 2021

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CANADA INFRASTRUCTURE BANK
ANNUAL REPORT ON THE ADMINISTRATION OF THE *PRIVACY ACT*
April 1, 2020 to March 31, 2021

1. Introduction

a) Purpose of the *Privacy Act*

The purpose of the *Privacy Act* (“**Act**”) is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information.¹

This Annual Report describes how the Canada Infrastructure Bank (“**CIB**”) administered the Act during the reporting period from April 1, 2020 to March 31, 2021 (the “**Reporting Period**”). This Annual Report is prepared in accordance with section 72(1) of the Act and is hereby submitted for tabling in Parliament under section 72(2) of the Act.

This is the fourth Annual Report prepared by the CIB on the administration of the Act. The previous such reports are available within the “Transparency” section of the CIB’s Web site: www.cib-bic.ca.

b) Mandate of the Canada Infrastructure Bank

CIB was established in June 2017 as a federal Crown corporation accountable to Parliament. CIB reports to Parliament through the Minister of Infrastructure and Communities (the “**Minister**”).

The *Canada Infrastructure Bank Act* sets out the CIB’s mandate as follows:

*The purpose of the Bank is to invest, and seek to attract investment from private sector investors and institutional investors, in infrastructure projects in Canada or partly in Canada that will generate revenue and that will be in the public interest by, for example, supporting conditions that foster economic growth or by contributing to the sustainability of infrastructure in Canada.*²

CIB develops projects in partnership with federal, provincial, territorial, municipal, and Indigenous government sponsors and the private sector. The key functions of the organization are described in the *Canada Infrastructure Bank Act* and include:

- Acting as a centre of expertise
- Providing advice to all levels of governments
- Structuring proposals and negotiate agreements

¹ *Privacy Act*, R.S.C., 1985, c. P-21, s. 2.

² *Canada Infrastructure Bank Act*, S.C. 2017, c. 20, s. 403, s. 6.

- Investing in infrastructure projects
- Receiving unsolicited proposals
- Collecting and disseminating data
- Fostering evidence-based decision making.

The CIB currently receives appropriations from the Government of Canada. Parliament has authorized up to \$35 billion over 11 years (to fiscal year-end 2027-2028), and the requisite authorities to participate in infrastructure transactions in new and innovative ways, using loans, loan guarantees and equity investments. As indicated in the Minister's Statement of Priorities and Accountabilities ("**SPA**") received on February 3, 2021, the CIB's investment, advisory and research functions should be focused in the following priority areas:

- Public Transit, including major transit projects, and zero-emission buses with a long-term target of \$5 billion in investments.
- Green Infrastructure, including energy efficient building retrofits, water and wastewater with a long-term target of \$5 billion in investments.
- Trade and Transport, including trade corridors, bridges, passenger rail, and agricultural infrastructure, with a long-term target of \$5 billion in investments.
- Broadband, including for unserved and underserved community broadband connectivity with a long-term target of \$3 billion in investments.
- Clean Power, including renewables, district energy, storage, interties and transmission with a long-term target of \$5 billion in investments.

Moreover, the SPA called on the CIB to establish a new investment target of \$1 billion for Indigenous Infrastructure projects across the five priority areas set out above. The SPA is available on the CIB's Web site (<https://cib-bic.ca/en/about-us/governance/>).

2. Organizational Structure

CIB does not have a formalized Access to Information and Privacy ("**ATIP**") office with staff dedicated to ATIP matters on a full-time basis. Instead, the role of ATIP Coordinator is assigned to the General Counsel & Corporate Secretary. The ATIP Coordinator is responsible for managing the CIB's day-to-day activities relating to the operation of the Act and the regulations, as well as complying with related Treasury Board of Canada Secretariat policies, directives, and guidelines.

The ATIP Coordinator is also responsible for:

- processing requests for personal information and the resolution of complaints pursuant to the Act and exercising discretion under the Act in a fair, reasonable and impartial manner with respect to decisions associated with such processing;
- preparing the annual report on the administration of the Act that is tabled in each House of Parliament;

- preparing the statistical report on the administration of the Act within the CIB;
- preparing new or modified Personal Information Bank descriptions;
- updating the CIB's chapter in *Info Source: Sources of Federal Government and Employee Information*, including proposed new or modified Personal Information Banks;
- providing training, ongoing advice and guidance to senior management and staff on matters related to privacy;
- regularly reviewing the effectiveness of the CIB's privacy procedures and, where required, initiating actions to correct any deficiencies;
- staying current on, and promulgate within the CIB, any changes to administrative requirements for the Act from the Treasury Board of Canada Secretariat, or guidance prepared by the Office of the Privacy Commissioner; and
- participating in ATIP community activities and ATIP community meetings.

The General Counsel & Corporate Secretary is an officer of the CIB and reports directly to the Chief Financial Officer and Chief Administrative Officer (“**CFO & CAO**”). The ATIP Coordinator is supported by two full-time employees, the Deputy Corporate Secretary, and the Executive Assistant to the Board, who provide assistance as needed with coordinating the processing of ATIP requests, consultations and complaints, and responding to informal requests for information.

During the Reporting Period, the CIB did not enter into any service agreement pursuant to Section 73.1 of the Act.

3. Delegation Order

For the purposes of section 3 of the Act, the Chief Executive Officer of the CIB is designated as the “Head” of the government institution.

Pursuant to section 73 of the Act, the CEO's authority has been delegated to enable the CIB to meet its legislated requirements. The CEO has delegated all of his powers and duties under the Act to the CFO & CAO and the General Counsel & Corporate Secretary, who is also the ATIP Coordinator for the CIB.

A copy of the signed Delegation Order dated March 10, 2021 in effect at the end of the Reporting Period is attached (Appendix A).

4. Administration of the Act and Performance

a) Statistical Report for 2020-21

CIB did not receive any requests for personal information under the Act during the Reporting Period. This figure coincides with the historical trend. Since the CIB was established in June 2017, the CIB has not received any requests for personal information under the Act. Moreover, the CIB has never conveyed personal information to federal investigative agencies pursuant to the provisions of the Act.

During the Reporting Period, the CIB did not receive any consultations from another government institution and no consultations were pending at the end of the previous reporting period.

No costs were incurred for the administration of the Act during the Reporting Period.

The Statistical Report regarding *Privacy Act* requests that was submitted to the Treasury Board of Canada Secretariat is attached (Appendix B).

b) Impact of COVID-19 Measures

The CIB is operating under its Business Continuity Plan since March 14, 2020. ATIP is not defined as a “critical” or “essential service” under the CIB’s Business Continuity Plan. Consistent with the principles of openness, accountability, and transparency, the CIB posted a notice to the public on its website to advise Canadians that communications with the CIB pertaining to ATIP requests should be directed by email to the ATIP Coordinator’s email address: atip-aiprp@cib-bic.ca.

The CIB’s ability to respond to requests within the timelines mandated by the Act was not affected for the Reporting Period. During the Reporting Period, Employees had significantly reduced access to the CIB’s head office to process physical files (for example, reviewing paper records, scanning, and processing incoming and outgoing mail). However, all Employees have access to the CIB’s information management systems remotely and the CIB has full capacity to process ATIP requests and consultations from other government institutions received electronically.

5. Training and Awareness

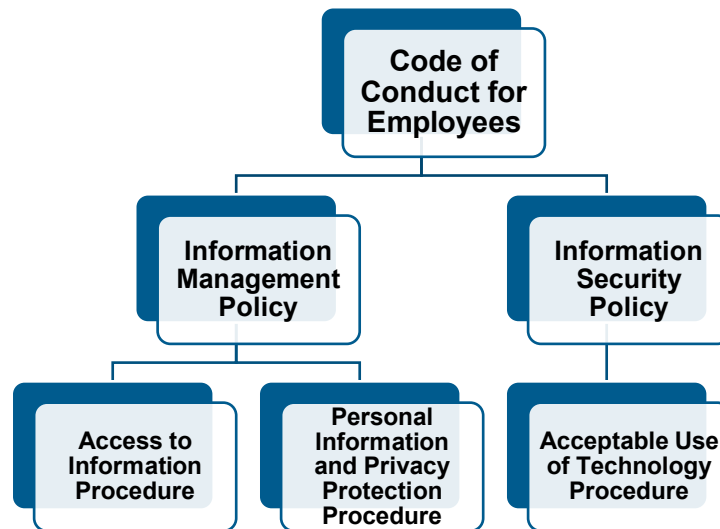
CIB did not undertake any formal privacy training initiatives during the Reporting Period. The ATIP Coordinator delivered two training and awareness sessions pertaining to ATIP matters generally, which included references to the employees’ responsibilities with regards to the protection of personal information pursuant to the CIB’s policies for information management and security. Approximately 45 employees attended these sessions held throughout the Reporting Period. Moreover, employees attended mandatory sessions on information security best practices, including safeguarding confidential and personal information, facilitated by the CIB’s information technology (IT) services provider. Two sessions were held during the Reporting Period, which were attended by approximately 39 and 48 participants respectively.

In addition, given the small size of the corporation (74 full-time employees and contractors as of the end of the Reporting Period), the ATIP Coordinator is also able to offer one-on-one or small group training and guidance in both official languages as the need arises. The ATIP Coordinator also attended quarterly community meetings hosted by the Treasury Board of Canada Secretariat.

The ATIP Coordinator also annually reports on the administration of the Act to the Governance Committee of the CIB’s Board of Directors.

6. Policies, Guidelines, Procedures and Initiatives

CIB implemented the following institution-specific policies and procedures and initiatives that incorporate privacy related issues during the Reporting Period.



During the Reporting Period, the CIB updated and approved a revised version of the Code of Conduct for Employees (the “**Code**”), which is available on the CIB’s Web site (<https://cib-bic.ca/en/about-us/governance/executive/>). The Code, together with the Values and Ethics Code for the Public Sector forms an integral part of the CIB’s ethical and compliance framework. It describes the values and conduct expected of employees and includes references to the CIB’s responsibilities and obligations under the Act to help ensure effective and consistent administration and compliance with the Act and its regulations. Awareness training for employees on the Code is mandatory. It covers employees’ responsibilities with respect to health and safety, conflicts of interest, confidentiality, information security, and ATIP, among others.

Moreover, the CIB updated its Privacy Policy posted on its Web site (<https://cib-bic.ca/en/privacy-policy/>). The purpose of the Privacy Policy is to describe the procedures and measures the CIB has adopted with respect to the collection, use, disclosure, protection and handling of personal information in relation to its business operations, programs and activities, including through visiting the CIB’s website and through other interactions with individuals.

The CIB’s chapter in *Info Source: Sources of Federal Government and Employee Information* was updated during the Reporting Period and is posted within the “Transparency” section of the CIB’s Web site. Info Source provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Access to Information Act* and the *Privacy Act* and to exercise their rights under the *Privacy Act*.

The CIB is currently reviewing the Personal Information and Privacy Protection Procedure to align with the ongoing consultations and the proposed updates to the Treasury Board of Canada Secretariat’s Access to Information and Privacy Policy instruments. The CIB is also developing an ATIP compliance manual for employees for upcoming training and information sessions. The objective of this ATIP compliance manual is to ensure continued awareness of the processes that must be undertaken by employees in fulfilling their responsibilities with respect to responding to requests under the *Access to Information Act* and the *Privacy Act*. The finalization of the revisions

to the Access to Information Procedure and the implementation of the ATIP compliance manual are expected to be completed during the 2021-2022 fiscal year.

7. Summary of Key Issues and Actions Taken on Complaints or Audits

CIB did not receive any complaints under the Act, nor were any privacy audits or investigations conducted against the CIB during the Reporting Period.

8. Monitoring Compliance

The ATIP Coordinator regularly monitors whether any ATIP requests have been received (including any personal information requests and requests for the correction of personal information) and closely tracks all active files including maintaining a log of active requests and consultations, if any. This practice helps the ATIP Coordinator to carefully monitor timelines, milestones, and next steps.

9. Material Privacy Breaches

In accordance with the *Guidelines for Privacy Breaches* issued by the Treasury Board of Canada Secretariat, a privacy breach is deemed “material” if the breach involves sensitive personal information and could reasonably be expected to cause serious injury or harm to the individual and/or involves a large number of affected individuals.

During the Reporting Period, there were no material privacy breaches that occurred and were reported to the Office of the Privacy Commissioner and to the Treasury Board of Canada Secretariat (Information and Privacy Policy Division).

10. Privacy Impact Assessments

A privacy impact assessment (“PIA”) is a formal tool used to identify and mitigate privacy risks for new or modified programs, services or initiatives in an effort to heighten compliance with the Act. PIAs provides a framework to ensure that the protection of personal information is considered throughout the design or re-design of a program or service and they assist decision-makers to avoid or mitigate privacy risks.

CIB did not initiate any formal PIAs and no assessments were submitted to the Treasury Board of Canada Secretariat and the Office of the Privacy Commissioner during the Reporting Period. The ATIP Coordinator provides advice to the other corporate areas within the CIB concerning the appropriate management of personal information and privacy risks for new initiatives through the completion of privacy reviews and self evaluations. During this Reporting Period, these initiatives included reviewing policies and procedures developed to describe the CIB’s practices on the collection and use of personal information and reviewing third party contracting arrangements such as CIB’s standard services agreement template with third party consultants.

11. Public Interest Disclosures

Paragraph 8(2)(m) allows for disclosure of personal information where the public interest clearly outweighs any invasion of privacy that could result from the disclosure of the information or where disclosure clearly benefit the individual to whom the information relates. There was no disclosure of personal information made pursuant to paragraph 8(2)(m) during the Reporting Period.

APPENDICES

Appendix A: Delegation Order

Appendix B: Statistical Report on the Administration of the *Privacy Act*

**(includes 2020-2021 Supplemental Statistical Report on the
Access to Information Act and *Privacy Act*)**

Appendix A – Delegation Order

DELEGATION OF AUTHORITY

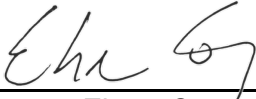
**ACCESS TO INFORMATION ACT
PRIVACY ACT**

I, the undersigned, Chief Executive Officer of the Canada Infrastructure Bank, pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby

- i) designates the General Counsel & Corporate Secretary as the CIB's Access to Information and Privacy Coordinator; and
- ii) delegates to the persons of the Canada Infrastructure Bank holding the positions set out below, or the persons occupying on an acting basis those positions, the authority to exercise the powers, duties and functions of the Chief Executive Officer as the head of the Canada Infrastructure Bank, under the provisions of the *Access to Information Act* and *Privacy Act* and their related regulations.

This designation replaces all previous delegation orders.

Signed at the City of Toronto, this 10th day of March, 2021.



Ehren Cory
Chief Executive Officer / Président-directeur général

DÉLÉGATION DE POUVOIRS

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

Je, soussigné, Président-directeur général de la Banque de l'Infrastructure du Canada, conformément à l'article 95 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*,

- i) désigne l'Avocat général et secrétaire de la Banque de l'Infrastructure du Canada à titre de Coordonnateur de l'accès à l'information et de la protection des renseignements personnels; et
- ii) délègue par la présente aux titulaires de postes indiqués ci-après, ou aux personnes occupant ces postes par intérim, les pouvoirs et fonctions dont il est investi en tant que Président-directeur général et responsable de la Banque de l'Infrastructure du Canada aux termes de la *Loi sur l'accès à l'information*, de la *Loi sur la protection des renseignements personnels* et des réglementations afférentes.

Le présent document remplace et annule tout arrêté de délégation antérieur.

Signé à la ville de Toronto, le 10e jour de mars, 2021

APPENDIX / ANNEXE

Delegation of powers, duties and functions under section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*

Délégation de pouvoirs en vertu de l'article 95 de la *Loi sur l'accès à l'information* et l'article 73 de la *Loi sur la protection des renseignements personnels*

Position / Poste	<i>Access to Information Act</i> and Regulations / <i>Loi sur l'accès à l'information</i> et réglementation afférente	<i>Privacy Act</i> and Regulations / <i>Loi sur la protection des renseignements personnels</i> et réglementation afférente
Chief Financial Officer & Chief Administrative Officer / Directrice principale et chef des directions financière et administrative	Full authority / Autorité absolue	Full authority / Autorité absolue
General Counsel & Corporate Secretary / Avocat général et secrétaire de la Société	Full authority / Autorité absolue	Full authority / Autorité absolue

Appendix B – Statistical Report on the Administration of the *Access to Information Act*

**(includes 2020-2021 Supplemental Statistical Report
on the *Access to Information Act* and *Privacy Act*)**



Statistical Report on the *Privacy Act*

Name of institution: Canada Infrastructure Bank

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

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests

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

Section 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

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

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	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		

2.3 Exclusions

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

2.4 Format of information released

Paper	Electronic	Other
0	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

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

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	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	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	0	0	0	0	0	0	0	0	0	0

2.5.3 Other complexities

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

2.6 Closed requests

2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

2.7 Deemed refusals

2.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timelines Where an Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.8 Requests for translation

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

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

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

Section 4: Requests for Correction of Personal Information and Notations

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

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

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

5.2 Length of extensions

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

Section 6: Consultations Received From Other Institutions and Organizations

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

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

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 8: Complaints and Investigations Notices Received

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

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

9.1 Privacy Impact Assessments

Number of PIA(s) completed	0
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9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	0	0	0	0

Section 10: Material Privacy Breaches

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

Section 11: Resources Related to the *Privacy Act*

11.1 Costs

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

11.2 Human Resources

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

Note: Enter values to three decimal places.



Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*

Name of institution: Canada Infrastructure Bank

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

Section 1: Capacity to Receive Requests

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	9
Able to receive requests by email	52
Able to receive requests through the digital request service	0

Section 2: Capacity to Process Records

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	43	9	0	52
Protected B Paper Records	43	9	0	52
Secret and Top Secret Paper Records	43	9	0	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	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