



2021-22

INFRASTRUCTURE CANADA

Annual Report on the Administration of the *Privacy Act*

1. **INTRODUCTION**

Purpose of the *Privacy Act*

The *Privacy Act* establishes obligations on federal government institutions to respect the privacy rights of individuals by limiting the collection, use and disclosure of personal information. It also provides individuals the right of access to their personal information and the right to request the correction of that information.

Section 72 of the *Privacy Act* requires that the head of every government institution prepares and tables an annual report in Parliament, detailing the administration of the Act within the institution for each fiscal year.

This annual report describes how Infrastructure Canada (INFC) administered the *Privacy Act* from April 1, 2021 to March 31, 2022.

Mandate of Infrastructure Canada

INFC was established in 2002 to ensure that Canadians benefit from world-class public infrastructure from coast to coast to coast. The key to building Canada for the 21st century is a strategic and collaborative long-term infrastructure plan that builds economically vibrant, strategically planned, sustainable and inclusive communities. INFC works closely with all orders of government and other partners to enable investments in social, green, public transit and other core public infrastructure, as well as trade and transportation infrastructure.

INFC is a Government of Canada department that:

- provides long-term, predictable support to help Canadians benefit from world-class, modern public infrastructure;
- makes investments, builds partnerships, develops policies, delivers programs and fosters knowledge about public infrastructure in Canada; and
- helps address complex challenges that Canadians face every day – ranging from the rapid growth of our cities to climate change and environmental threats to our water and land.

2. ORGANIZATIONAL STRUCTURE

Departmental Organization

At the end of the fiscal year, INFC was overseen by the Minister of Intergovernmental Affairs, Infrastructure and Communities and the Minister of Housing and Diversity and Inclusion. The Ministers were supported by the Deputy Minister of Infrastructure and Communities, who was supported by the Assistant Deputy Ministers of Policy and Results, Communities and Infrastructure Programs, Corporate Services, Community Policy and Programs, and Investment, Partnerships and Innovation, as well as the Directors General of Communications and the Corporate Secretariat, and the Chief Audit and Evaluation Executive.

INFC is part of the Infrastructure and Communities portfolio, which includes the Jacques Cartier and Champlain Bridges Incorporated, the Windsor-Detroit Bridge Authority, the Canada Infrastructure Bank and federal interests in the Toronto Waterfront Revitalization Corporation.

This reporting period, INFC expanded to include the Housing and Homelessness portfolio, which was transferred to the Department from Employment and Social Development Canada as of October 26, 2021. This portfolio includes the Canada Mortgage and Housing Corporation.

Organization of the Access to Information and Privacy (ATIP) Office

The ATIP Office at INFC is led by the Director of ATIP and Executive Correspondence, who reports to the Director General of the Corporate Secretariat. At the end of the reporting period, the ATIP Office was comprised of ten members: the director, the manager, the team leader, five ATIP analysts and two casuals. The work of the office under the Act involves:

- processing *Privacy Act* requests and related activities;
- providing advice and guidance to employees and senior officials on privacy-related matters;
- developing privacy-related instruments to ensure sound privacy management practices and clearly defined responsibilities throughout the Department;
- developing and delivering training to departmental employees; and
- representing INFC in dealings with the Treasury Board Secretariat, the Privacy Commissioner and other government institutions regarding the application of the ATIP legislation.

There was no service agreement under section 73.1 of the *Privacy Act* for INFC during this reporting period.

Section 11 of Annex B shows a breakdown of resources as they relate solely to the administration of the *Privacy Act*.

3. **DELEGATION ORDER**

The delegation order in effect at the end of this reporting period was signed in May 2021. Under this order, full authority to exercise the powers, duties and functions of the Deputy Minister for all sections of the Act is delegated to all Assistant Deputy Ministers, the Chief Audit and Evaluation Executive, the Director General of Communications, the Director of ATIP and Executive Correspondence, and the Manager of ATIP. The team leader is delegated the ability to notify requesters where access is requested, and to notify of an extension to the time limits of a request.

See Annex A for a copy of the signed delegation order.

4. **PERFORMANCE OVERVIEW 2021-22**

The *Statistical Report on the Privacy Act* is prepared by government institutions to assist the Treasury Board of Canada Secretariat (TBS) to analyze trends and exercise oversight. INFC's 2021-22 annual statistical report is provided in Annex B and Annex C (Supplemental Statistical Report).

PRIVACY REQUESTS CLOSED WITHIN LEGISLATED TIMELINES

One of the key measures of INFC privacy request performance is the number of requests closed within legislated timelines. In 2021-22, INFC closed seven requests within the legislated timelines, giving an overall compliance rate of 100% for this reporting period. This is an increase from the last reporting period, in which one request went late due to processing delays related to a consultation with another government department. Table 1 compares the number of requests closed within legislated timelines for the past four fiscal years.

Table 1: Number of requests closed within legislated timelines

	2018-19	2019-20	2020-21	2021-22
Number of requests closed	2	15	4	7
Number of requests closed within legislated timelines	2	15	3	7
Percentage of requests closed within legislated timelines	100%	100%	75%	100%

OVERVIEW ON COMPLETION TIMES OF CLOSED REQUESTS

INFC completed all seven (100%) privacy requests within 30 days in comparison to 50% completed within 30 days in fiscal year 2020-21. For a comparison of processing times over the past four fiscal years, please refer to Table 2 below.

Table 2: Processing time for completed requests

Processing Time	Number of requests			
	2018-19	2019-20	2020-21	2021-22
1 to 30 days	2	15	2	7
31 to 60 days	0	0	1	0
61 to 120 days	0	0	1	0

OVERVIEW OF REQUESTS OUTSTANDING FROM PREVIOUS REPORTING PERIODS

In 2021-22, INFC did not have any outstanding requests carried forward from the previous reporting period and is not carrying forward any active requests into fiscal year 2022-23. Throughout the entire fiscal year, the active caseload was on time.

OVERVIEW OF COMPLAINTS OUTSTANDING FROM PREVIOUS REPORTING PERIODS

In 2021-22, INFC did not receive a complaint nor have any active complaints outstanding from previous reporting periods.

REASONS FOR EXTENSIONS

Section 14 of the *Privacy Act* requires institutions to provide a response to the requester within 30 days of receipt of the request, or to notify the requester that an extension is required. Section 15 allows institutions to extend the time limit by a maximum of another 30 days. In 2021-22, no extensions were taken in comparison to two extensions taken in fiscal year 2020-21. Table 3 compares the reasons for extensions over the past four fiscal years.

Table 3: Reasons for extensions

	2018-19	2019-20	2020-21	2021-22
Interference with operations 15(a)(i)	0	0	2	0
Consultation 15(a)(ii)	0	0	0	0
Translation or conversion 15(b)	0	0	0	0

CONSULTATIONS FROM OTHER GOVERNMENT INSTITUTIONS AND ORGANIZATIONS

When other institutions and organizations retrieve information that concerns or originates from INFC in response to *Privacy Act* requests, they may consult the INFC ATIP Office for recommendations on release. Other government institutions are defined as federal institutions subject to the Act. Other organizations include the governments of the provinces, territories and municipalities, and of other countries.

Similar to the past four fiscal years, INFC did not receive any consultation requests in this reporting period.

OVERVIEW ON DISPOSITION OF REQUESTS

During the reporting period of 2021-22, INFC disclosed in part four out of seven privacy requests and did not disclose any requests in full. Two requests were abandoned and the remaining request had no existing records. Table 4 compares the percentage of requests all disclosed and disclosed in part for the past four fiscal years.

Table 4: Percentage of requests all disclosed and disclosed in part

	2018-19	2019-20	2020-21	2021-22
Percentage of requests all disclosed	50%	6.67%	0%	0%
Percentage of requests disclosed in part	50%	20%	75%	57.14%

IMPACT OF COVID-19

INFC was able to continue to process and complete requests in a timely manner during the reporting period and was operating at full working capacity. This is because of procedures previously put in place by the Department, and the ATIP Office, to help reduce the operational impact of administering the Act, as well as new measures adopted in light of the remote working environment.

In recent years, the Department issued tablets and cellphones to all employees, allowing for greater flexibility to work remotely. This included upgrading our network to allow for secure remote access and the ability to process records from a distance. In addition, the ATIP Office had previously begun transitioning from many paper-based operations to more electronic practices where possible, prior to the COVID-19 pandemic.

INFC ATIP worked remotely for the entire fiscal year. During this time, the ATIP Office has been able to conduct all record retrieval and approval processes electronically through the use of departmental shared drives and encrypted email exchanges. The ATIP Office was fully operational for every week of the last fiscal year, maintaining full capability to process requests by mail and electronically.

5. TRAINING AND AWARENESS

The ATIP Office provided twenty-nine formal training sessions on the newly implemented privacy policy in 2021-22 to 612 employees. In addition, four sessions of the INFC training courses "Processing ATIP Requests 101" was delivered by the ATIP Office to 146 employees. All of these sessions contained a privacy component.

Institution-specific training was offered in a variety of formats to best suit the needs of employees across the Department. Courses offered included a 90-minute general ATIP course and a 90-minute privacy policy course. In addition, group training outside of the regularly scheduled sessions was offered to meet the specific content needs and schedules of teams or employees. Ad hoc sessions on privacy considerations on the use of videorecording and transcription on MS Teams were also delivered throughout the fiscal year.

All training materials are available to all employees and can be accessed through the intranet webpage. This includes the two aforementioned courses as well as a 90-minute ATIP essentials course for executives and a 90-minute course devoted solely to privacy.

6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

During the fiscal year, the ATIP Office oversaw a variety of projects in support of strong privacy policies, guidelines and procedures.

INFC approved the new INFC Privacy Policy to assist individuals whose job function may have an impact on privacy and/or who handle personal information including the collection, retention, use, disclosure and disposal of personal information. The policy was presented to the Directors Internal Services Committee and Directors Policy and Programs Committee (DISC-DPPC), as well as the Director General Management Committee (DGMC) before being approved by the Deputy Minister Executive Committee (DMEC) on June 9, 2021, and took immediate effect. This policy develops the foundation for sound privacy management practices and clearly defined responsibilities in the Department.

The ATIP Office worked closely with IM/IT on an ongoing email cleanup campaign across the Department, which encourages staff to take time to review their email inbox and sort out the emails of business value from the transitory information. The ATIP Office and IM/IT also developed a landing page where employees can review policies and directives related to email management and provide tools to help them maintain a tidy inbox.

INFC also developed a tool on privacy considerations on the use of videorecording and transcription on MS Teams. This ensures that the employees are aware of their obligations under the Act prior to the collection of personal information.

INFC will be migrating to the new ATIP Online Request Service in the new fiscal year. This portal will allow INFC to not only receive requests but also deliver completed response packages via the portal.

INFC did not receive authority for any new collections or consistent uses of Social Insurance Numbers during this reporting period.

7. KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

No complaints were received or concluded during the reporting period.

8. MONITORING COMPLIANCE

INFC makes every effort to meet statutory deadlines and actively monitors the time taken to process privacy requests and requests for the correction of personal information. Monitoring begins as soon as a request is received by the ATIP Office, entered into the case management system and assigned to an analyst. Deadlines are tracked electronically highlighting files nearing completion or targeted deadlines. Instrumental to ensuring INFC's compliance with the legislation, the ATIP Office maintained positive working relationships with the branches by engaging in early discussions of requests, providing guidance when needed and sending weekly status reports to the offices that report directly to the Deputy Minister (Assistant Deputy Ministers, Directors General of Communications and Corporate Secretariat, and the Chief Audit and Evaluation Executive) highlighting the requests in retrievals, under consultation and in approvals.

9. MATERIAL PRIVACY BREACHES

A privacy breach is defined by the Office of the Privacy Commissioner as the loss of, unauthorized access to, or disclosure of, personal information. A material privacy breach is defined by the Treasury Board Secretariat as involving sensitive information that could reasonably be expected to cause serious injury or harm to the individual and/or involves a large number of affected individuals.

No material privacy breach was reported to the Office of the Privacy Commissioner or to the Treasury Board of Canada Secretariat during the reporting period.

10. PRIVACY IMPACT ASSESSMENTS

Privacy impact assessments (PIAs) are risk management tools to determine whether privacy risks are present in new or existing departmental programs, initiatives or projects that collect, use and retain personal information. PIAs promote transparency and accountability, and contribute to continued public confidence in the way the Government manages personal information. INFC conducts PIAs to develop an informed assessment of the privacy risks associated with new initiatives and to inform recommendations to mitigate any identified privacy risks to an acceptable level.

During the reporting period, the Department completed five PIAs, including:

- [Privacy Impact Assessment on the Green and Inclusive Community Buildings \(GICB\) Program](#)
- [Privacy Impact Assessment on the Research and Knowledge Initiative \(RKI\)](#)
- [Privacy Impact Assessment on the Natural Infrastructure Fund](#)
- [Privacy Impact Assessment on the Permanent Public Transit Program](#)
- [Privacy Impact Assessment on the Disaster Mitigation and Adaptation Fund](#)

11. PUBLIC INTEREST DISCLOSURES

Paragraph 8(2)(m) permits the disclosure of personal information where, in the opinion of the head of the institution, the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure, or disclosure would clearly benefit the individual to whom the information relates. No disclosure was made under paragraph 8(2)(m) of the *Privacy Act* during the reporting period.

ANNEXES

- Annex A: *Privacy Act* Delegation Order
Annex B: 2021-22 Statistical Report on the *Privacy Act*
Annex C: 2021-22 Supplemental Statistical Report

Annex A

Privacy Act Delegation Order

Access to Information Act and Privacy Act Delegation Order / Arrêté de délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels

The Deputy Minister of Infrastructure and Communities, pursuant to section 95(1) of the *Access to Information Act* and section 73(1) of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Deputy Minister as the head of Infrastructure and Communities, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

En vertu de l'article 95(1) de la *Loi sur l'accès à l'information* et de l'article 73(1) de la *Loi sur la protection des renseignements personnels*, la sous-ministre de l'Infrastructure et des Collectivités délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont elle est, en qualité de responsable de l'Infrastructure et des Collectivités, investie par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

Schedule / Annexe

Position / Poste	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et Règlement</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et Règlement</i>
Assistant Deputy Ministers / Sous-ministre adjoint (e)	Full authority / Autorité absolue	Full authority / Autorité absolue
Chief Audit and Evaluation Executive / Dirigeant (e) principal (e) de la vérification et de l'évaluation	Full authority / Autorité absolue	Full authority / Autorité absolue
Director General of Communications / Directeur (trice) général (e) des communications	Full authority / Autorité absolue	Full authority / Autorité absolue
Director, ATIP and Executive Correspondence / Directeur (trice) de l'AIPRP et de la correspondance de la haute direction	Full authority / Autorité absolue	Full authority / Autorité absolue
Manager, ATIP (PM 06) / Gestionnaire d'AIPRP (PM 06)	Full authority / Autorité absolue	Full authority / Autorité absolue
ATIP Team Lead (PM-05) / Chef d'équipe de l'AIPRP (PM-05)	7(a) Notice where access requested / Notification 9 Extension of time limits / Prorogation du délai 11(2) Waiver of fees / Dispense des frais	14(a) Notice where access requested / Notification 15 Extension of time limits / Prorogation du délai

Gillis, Kelly

Digitally signed by Gillis, Kelly
Date: 2021.05.18 18:00:31 -04'00'

Kelly Gillis

Deputy Minister of Infrastructure and Communities / Sous-ministre de l'Infrastructure et des Collectivités

Annex B

2021-22 Statistical Report on the *Privacy Act*

Statistical Report on the *Privacy Act*

Name of institution: Infrastructure Canada

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		7
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		7
Closed during reporting period		7
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	7
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	7

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

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							
	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	1	3	0	0	0	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request abandoned	2	0	0	0	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	4	3	0	0	0	0	0	7

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	3
19(1)(f)	0	22.1	0	27	4
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	4	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
283	277	6

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	3	136	1	147	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	5	136	1	147	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

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	7
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 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 ConfidenceSection (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 purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (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
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	5
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	0	1	0	0
Central	0	0	0	0
Total	0	1	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	4
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures	Amount
Salaries	\$127,469
Overtime	\$0
Goods and Services	\$698
• Professional services contracts	\$0
• Other	\$698
Total	\$128,167

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.444
Part-time and casual employees	0.025
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.021
Total	1.490

Note: Enter values to three decimal places.

Annex C

2021-22 Supplemental Statistical Report

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

Name of institution: Infrastructure Canada

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Capacity to Receive Requests under the *Access to Information Act* and the *Privacy Act*

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	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 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	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	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

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

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 as of March 31, 2022	Total
Received in 2021-2022	16	0	16
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	0
Total	16	0	16

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Access to Information Act*

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	5
Received in 2020-2021	1
Received in 2019-2020	2
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	8

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of	Open Requests that are <i>Beyond</i> Legislated Timelines as of	Total
Received in 2021-2022	0	0	0
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	0
Total	0	0	0

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Privacy Act*

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

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	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	0

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?

No