



Canadian Food
Inspection Agency

Agence canadienne
d'inspection des aliments

Canadian Food Inspection Agency
Annual Report on the
Privacy Act
2022-2023



Table of Contents

- 1) Introduction3
- 2) Organizational Structure.....4
- 3) Performance 2022-20235
- 4) Training and Awareness6
- 5) Policies, Guidelines, and Procedures.....7
- 6) Initiatives and Projects to Improve Privacy.....7
- 7) Summary of Key Issues and Actions Taken on Complaints7
- 8) Material Privacy Breaches.....8
- 9) Privacy Impact Assessments8
- 10) Public Interest Disclosures8
- 11) Monitoring Compliance.....8
- Appendix A: Statistical Report9
- Appendix B: Supplemental Statistical Report on the *Access to Information Act*
and the *Privacy Act*17
- Appendix C: Delegation Order22

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1) Introduction

The *Privacy Act* (hereafter referred to as the *Act*) gives individuals the right to access their own personal information held by the Government of Canada. The *Act* also protects the privacy of individuals by respecting parameters relating to the collection, use, disclosure, retention, and disposal of personal information held by federal government institutions.

In accordance with section 72 of the *Act*, the head of every Government institution prepares an annual report on the administration of the *Act* within that institution. This report describes how the Canadian Food Inspection Agency (CFIA) administered the *Act* for fiscal year 2022-2023.

As part of its commitment to openness and transparency, the CFIA recognizes the right to access information in government records and makes every reasonable effort to assist those that request access to their personal information.

About the Canadian Food Inspection Agency

The Canadian Food Inspection Agency's (CFIA) employees are dedicated to safeguarding food safety, as well as, animal and plant health to enhance Canada's environment, economy, and the health and well-being of all Canadians. The Agency is one of Canada's largest science-based, regulatory departments/agencies. The CFIA is led by its President, who reports to the Minister of Health, and its employees work across five operational regions: Atlantic; Quebec; the National Capital Region; Ontario; and the West.

The CFIA develops program requirements and delivers inspection and other services to:

- prevent and manage food safety risks;
- protect plant resources from pests, diseases, and invasive species;
- prevent and manage animal and zoonotic diseases;
- contribute to consumer protection; and
- contribute to market access for Canada's food, plants, animals, and their products.

CFIA bases its activities on science, effective risk management, commitment to service and efficiency, and collaboration with domestic and international organizations that share its objectives.

The CFIA is responsible for administering and enforcing 11 federal statutes, one fee notice, and 22 regulations that govern the safety and labelling of food sold in Canada and support a sustainable plant and animal resource base.

The CFIA shares many areas of responsibility with other federal departments and agencies, provincial, territorial and municipal authorities, and other stakeholders. Within this complex operating environment, the CFIA works with its partners to implement food safety measures, manage food, animal and plant risks and emergencies, and promote the development of food safety and disease control systems to maintain the safety of Canada's high-quality agriculture, agri-food, aquaculture, and fishery, and their related products.

The CFIA's activities include:

- verifying the compliance of imported products;
- registering and inspecting establishments;
- testing food, animals and plants, and their related products; and,
- approving the use of many agricultural inputs.

The CFIA also provides scientific advice, develops new technologies, provides testing services, and conducts regulatory research. Its responsibilities and strategic outcomes are illustrated in the [Departmental Results Framework](#), which reflects how the CFIA allocates and manages its resources to achieve the corresponding expected results.

2) Organizational Structure

Administration of the *Act*

Administration of the *Act* within the CFIA is the primary responsibility of the Access to Information and Privacy (ATIP) Office, which is part of the Agency's Communications and Public Affairs Branch. The ATIP Office processes all requests for personal information and coordinates all activities related to the *Act*, associated regulations, directives and guidelines. The CFIA was not party to any agreements under section 73.1 of the *Act* during this reporting period.

Resources

The ATIP Office is headed by a director who reports to the Executive Director, Communications Services and Strategic Planning. During the reporting period, there were 15.170 full-time or part-time equivalents and 2.107 persons (contracted consultants) dedicated to the ATIP Office. In addition to the ATIP Office resources, there are also dedicated ATIP advisor positions in the core branches who report on branch-related ATIP issues and activities. These branch advisors work with the ATIP Office to ensure an efficient and effective process to respond to applicants in a timely manner.

An estimated \$256,062 in salary costs and \$95,120 in operating costs were incurred by the ATIP Office to administer the *Privacy Act* for the reporting period. These costs do not include resources within each Branch (such as the Branch ATIP advisors), or any other expenditures incurred by the branches and program areas to meet the requirements of the *Act*.

3) Performance 2022-23

The CFIA received 47 new privacy requests under the *Privacy Act* between April 1, 2022 and March 31, 2023. This represents an increase of 57% from the previous reporting period. There were 12 outstanding requests from the previous year, increasing the total to 59 requests that required processing. A total of 57 requests were completed during the reporting period leaving a total of two to be carried forward in fiscal year 2023-24. These 57 completed requests represented a total of 41,074 pages that were reviewed and 12,218 that were released pursuant to the *Act*.

Throughout the reporting period, the ATIP Office maintained a service standard of 77% of the requests closed within legislated timelines. This represents a decrease of 4% from fiscal year 2021-22 and is largely attributed to the volume of records that required processing. In addition, the ATIP Office was challenged at times to prioritize specialized privacy services and advice to internal clients working on national programs. An example of this was the need to consult, research and advise regarding the sharing of information pertaining to infected premises for both potato wart and avian influenza.

The ATIP Office was not impacted by any COVID-19-related measures during the reporting period.

The following table outlines the cycle of Privacy requests at CFIA for the last five fiscal years:

| Fiscal Year | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|------------------------------|---------|---------|---------|---------|---------|
| Received | 43 | 51 | 20 | 30 | 47 |
| Completed | 41 | 50 | 23 | 21 | 57 |
| Outstanding from previous FY | 3 | 5 | 6 | 3 | 12 |
| Carried forward | 5 | 6 | 3 | 12 | 2 |

As of March 31, 2023, the CFIA had two active requests under the *Act*, both received in 2022-2023 and both of which were still within legislated timelines. In addition, the CFIA had six active complaints, five of which were received in 2022-2023 and one was received in 2021-2022.

Consultations

There were no consultations received from other institutions during the reporting period.

Completion Times

The 57 requests completed in 2022-23 were processed in the following timeframes:

- 40 within 30 days or less (70%);
- five (5) within 31 to 60 days (9%);
- six (6) within 61 to 120 days (10%);
- four (4) within 121 to 180 days (7%);
- one (1) within 181 to 365 days (2%); and
- one (1) over 365 days (2%).

Information relating to the performance of responding to requests is reported on a quarterly basis to CFIA's senior management cadre.

Disposition of Completed Requests

The disposition of the 57 completed requests consisted of releases broken down as follows:

- Seven (7) were fully disclosed (12%);
- 24 were partially disclosed (42%);
- five (5) consisted of a request where no records existed (9%); and
- 21 were abandoned (37%).

All requesters received copies of the requested information as opposed to reviewing the information on site.

Extensions

It was necessary to extend the 30 calendar day time limit for 15 requests. All extensions taken were under 15(a)(i), interference with operations. Thirteen (13) were for requests with a large volume of pages, one was for documents which were difficult to obtain, and one was for further review to determine exemptions.

4) Training and Awareness

The ATIP Office delivered 16 virtual training sessions to 94 employees during fiscal year 2022-23. The purpose of these training sessions ranged from four sessions to increase awareness of the *Act*, clarify requirements under the *Act* and highlight processes that facilitate the CFIA in meeting its obligations; four sessions providing a comprehensive introductory course covering both the *Access to Information Act* and the *Privacy Act*; and four sessions to increase awareness of what constitutes personal information under the *Act*.

General ATIP training remains a mandatory requirements for all CFIA employees. Mandatory training is verified on an annual basis.

5) Policies, Guidelines and Procedures

The CFIA continuously works on process improvements to provide greater oversight and accountability for ATIP activities. The activities related to ATIP are reviewed quarterly and weekly updates regarding request volumes and performance are provided to the offices of both the Ministers of Health and Agriculture and Agri-Food, CFIA's senior management cadre, and key internal partners. While no new policies, guidelines, or procedures were implemented during the reporting period, work was started on a new privacy breach protocol which is intended to be completed in fiscal year 2023-2024.

6) Initiatives and Projects to Improve Privacy

The CFIA has begun the process to acquire new request processing software to enhance its ability to respond to requests under the *Act*. The new software will include a suite of modernized tools which should allow the Agency to maintain or increase its current service standard in responding to requests.

The ATIP Office increased its use of various electronic tools, including the ATIP Online Management Tool and ePost Connect to transfer response packages more quickly. Moreover, the use of secure electronic tools allows the ATIP Office to communicate more quickly and efficiently with requesters and reduce the transit time associated with sending information via regular mail.

During the reporting period, the ATIP Office secured funding for two new positions to augment the delivery of privacy services within the Agency. These positions are intended to be staffed during fiscal year 2023-2024.

7) Summary of Key Issues and Actions Taken on Complaints

The CFIA received four complaints from the Office of the Privacy Commissioner in 2022-23. Two complaints concerned delays and two complaints concerned the exemption of information. The ATIP Office is working with the investigators to resolve these complaints. No complaints were closed in 2022-23.

8) Material Privacy Breaches

There were no material privacy breaches reported during the reporting period.

9) Privacy Impact Assessments

There were no Privacy Impact Assessments (PIA) completed during the reporting period.

10) Public Interest Disclosures

There were no disclosures made pursuant to section 8(2) (*m*) of the *Privacy Act* during the fiscal year 2022-23. Section 8(2)(m) relates to the disclosure of personal information for any purpose where, in the opinion of the head of the institution, clearly outweighs any invasion of privacy that could result from the disclosure, or would clearly benefit the individual to whom the information relates.

11) Monitoring Compliance

Given the sensitivity of most requests made under the *Act*, monitoring of the time taken to process personal information requests is done by the ATIP Office and is reported to senior management within Communication and Public Affairs Branch. The ATIP Office has twice-monthly file review meetings where analysts provide an update on the status of their requests. In addition, team leaders and the manager review individual files with analysts on a regular basis to ensure progress across all files.

Consultations on privacy requests are rarely done and would only be undertaken under exceptional circumstances. Analysts are expected to confer with their team leader or manager prior to initiating any consultations on privacy requests to ensure that the consultation is essential.

The ATIP Office is frequently consulted on privacy-related matters concerning the sharing of information both within and external to the Agency. The ATIP Office provides advice and guidance to various internal stakeholders in the preparation of information sharing agreements, memoranda of understanding, and other CFIA activities.

Appendix A: Statistical Report



Statistical Report on the *Privacy Act*

Name of institution: Canadian Food Inspection Agency

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 | | 47 |
| Outstanding from previous reporting periods | | 12 |
| • Outstanding from previous reporting period | 11 | |
| • Outstanding from more than one reporting period | 1 | |
| Total | | 59 |
| Closed during reporting period | | 57 |
| Carried over to next reporting period | | 2 |
| • Carried over within legislated timeline | 2 | |
| • Carried over beyond legislated timeline | 0 | |

1.2 Channels of requests

| Source | Number of Requests |
|--------------|--------------------|
| Online | 45 |
| E-mail | 2 |
| Mail | 0 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 47 |

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 | | | | | | | 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 | 2 | 5 | 0 | 0 | 0 | 0 | 0 | 7 |
| Disclosed in part | 1 | 8 | 4 | 6 | 4 | 1 | 0 | 24 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No records exist | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 5 |
| Request abandoned | 19 | 0 | 1 | 0 | 0 | 0 | 1 | 21 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 23 | 17 | 5 | 6 | 4 | 1 | 1 | 57 |

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) | 2 | 24(b) | 0 |
| 19(1)(d) | 0 | 22(1)(c) | 0 | 25 | 0 |
| 19(1)(e) | 0 | 22(2) | 0 | 26 | 25 |
| 19(1)(f) | 0 | 22.1 | 0 | 27 | 7 |
| 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 | 31 | 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 |
|---------------------------|---------------------------|--------------------|
| 41074 | 12218 | 52 |

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 | 6 | 132 | 1 | 167 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 3 | 114 | 8 | 2152 | 6 | 4719 | 6 | 10251 | 1 | 6799 |
| 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 | 19 | 0 | 0 | 0 | 1 | 777 | 0 | 0 | 1 | 15963 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 28 | 246 | 9 | 2319 | 7 | 5496 | 6 | 10251 | 2 | 22762 |

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 | 3 | 2 | 5 |
| All exempted | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 4 | 0 | 4 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 7 | 2 | 9 |

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

| | |
|---|-------------|
| Number of requests closed within legislated timelines | 44 |
| Percentage of requests closed within legislated timelines (%) | 77.19298246 |

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 |
| 13 | 7 | 0 | 2 | 4 |

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 | 1 | 3 | 4 |
| 16 to 30 days | 0 | 3 | 3 |
| 31 to 60 days | 0 | 0 | 0 |
| 61 to 120 days | 1 | 3 | 4 |
| 121 to 180 days | 0 | 1 | 1 |
| 181 to 365 days | 0 | 0 | 0 |
| More than 365 days | 0 | 1 | 1 |
| Total | 2 | 11 | 13 |

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 |
|-------------------|-------------------|-----------------|-------|
| 3 | 0 | 0 | 3 |

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 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 | |
| 15 | 1 | 13 | 0 | 1 | 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 Confidence Section (Section 70) | External | Internal | |
| 1 to 15 days | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 days | 1 | 13 | 0 | 1 | 0 | 0 | 0 | 0 |
| 31 days or greater | | | | | | | | 0 |
| Total | 1 | 13 | 0 | 1 | 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 | 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 |
|------------|------------|------------|--------------|-------|
| 4 | 0 | 0 | 0 | 4 |

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 | 37 | 0 | 0 | 0 |
| Central | 0 | 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 | 4 |
|---|---|

Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

| Expenditures | Amount |
|-----------------------------------|------------------|
| Salaries | \$256,062 |
| Overtime | \$0 |
| Goods and Services | \$95,120 |
| • Professional services contracts | \$70,630 |
| • Other | \$24,490 |
| Total | \$351,182 |

12.2 Human Resources

| Resources | Person Years Dedicated to Privacy Activities |
|----------------------------------|--|
| Full-time employees | 3.034 |
| Part-time and casual employees | 0.000 |
| Regional staff | 0.000 |
| Consultants and agency personnel | 0.421 |
| Students | 0.000 |
| Total | 3.455 |

Note: Enter values to three decimal places.

Appendix B: Supplemental Statistical Report



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

Name of institution: Canadian Food Inspection Agency

Reporting period: 2022-04-01 to 2023-03-31

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, 2023 | Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023 | Total |
|---|--|--|-----------|
| Received in 2022-2023 | 31 | 6 | 37 |
| Received in 2021-2022 | 1 | 10 | 11 |
| Received in 2020-2021 | 1 | 5 | 6 |
| Received in 2019-2020 | 0 | 0 | 0 |
| Received in 2018-2019 | 0 | 1 | 1 |
| Received in 2017-2018 | 0 | 0 | 0 |
| Received in 2016-2017 | 0 | 0 | 0 |
| Received in 2015-2016 | 0 | 0 | 0 |
| Received in 2014-2015 | 0 | 0 | 0 |
| Received in 2013-2014 or earlier | 0 | 0 | 0 |
| Total | 33 | 22 | 55 |

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023 | 5 |
| Received in 2021-2022 | 0 |
| Received in 2020-2021 | 2 |
| Received in 2019-2020 | 0 |
| Received in 2018-2019 | 0 |
| Received in 2017-2018 | 0 |
| Received in 2016-2017 | 0 |
| Received in 2015-2016 | 0 |
| Received in 2014-2015 | 0 |
| Received in 2013-2014 or earlier | 0 |
| Total | 7 |

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 March 31, 2023 | Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023 | Total |
|---|--|--|----------|
| Received in 2022-2023 | 2 | 0 | 2 |
| 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 | 0 | 0 | 0 |
| Received in 2014-2015 | 0 | 0 | 0 |
| Received in 2013-2014 or earlier | 0 | 0 | 0 |
| Total | 2 | 0 | 2 |

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023 | 4 |
| 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 | 0 |
| Received in 2014-2015 | 0 |
| Received in 2013-2014 or earlier | 0 |
| Total | 4 |

Section 5: Social Insurance Number

| | |
|--|----|
| Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023? | No |
|--|----|

Section 6: Universal Access under the Privacy Act

| | |
|--|---|
| How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023? | 0 |
|--|---|

Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

Appendix C: Delegation Order

Access to Information Act and Privacy Act Delegation Orders

The President of the Canadian Food Inspection Agency, pursuant to section 95 of the *Access to Information Act* and section 73 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 President as the head of the Canadian Food Inspection Agency, 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 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Président de l'Agence canadienne d'inspection des aliments délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire les-dits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par les articles des lois mentionnées en regard de chaque poste. Le présent décret de délégation remplace et annule tout décret antérieur.

Schedule / Annexe

| Position | <i>Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements</i> | <i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i> |
|--|---|---|
| Executive Vice-President / Première vice-présidente | Full authority / Autorité absolue | Full authority / Autorité absolue |
| Vice-President, Communications and Public Affairs (CPA) / Vice-présidente, Communications et affaires publiques (CAP) | Full authority / Autorité absolue | Full authority / Autorité absolue |
| Executive Director, Engagement, Corporate and e-Communications CPA / Directrice exécutive, Engagements, communications organisationnelles et électroniques, CAP | Full authority / Autorité absolue | Full authority / Autorité absolue |
| Director, Access to Information and Privacy (ATIP), CPA / Directeur, Accès à l'information et protection des renseignements personnels (AIPRP), CAP | Full authority / Autorité absolue | Full authority / Autorité absolue |

| | | |
|---|---|---|
| Manager, ATIP, IRS / Gestionnaire, AIPRP, SIR | Full authority / Autorité absolue | Sections of the Act: / Article de la Loi : 8(2)(d), 8(2)(g), 8(2)(j), 8(2)(l), 8(4), 8(5), 9(4), 10, 14, 15, 17(2)(b), 17(3)(b), 18(2), 19(1), 19(2), 20, 21, 22, 22.3, 23, 24, 25, 26, 27, 28, 33(2) and/et 72(1) |
| Team Leaders, ATIP, IRS / Chefs d'équipe, AIPRP, SIR | Full authority / Autorité absolue | Sections of the Act: / Article de la Loi : 8(2)(d), 8(2)(g), 8(2)(j), 8(2)(l), 8(4), 8(5), 9(4), 10, 14, 15, 17(2)(b), 17(3)(b), 18(2), 19(1), 19(2), 20, 21, 22, 22.3, 23, 24, 25, 26, 27, 28, 33(2) and/et 72(1) |
| Senior Analyst and Analyst, ATIP, IRS/ Analyste principal et Analyste, AIPRP, SIR | Sections of the Act: / Articles de la Loi : 4(2.1), 7, 9, 11(2), 11(3), 11(4), 11(5), 27(1), 27(4), 28(1)(b), 33 and/et 35(2)(b) Sections of the regulations / Articles des règlements : 7(2) and/et (3) | Sections of the Act: / Article de la Loi : 8(4), 15 and/et 33(2) |

Dated, at the City of _____ Ottawa _____, this ___10___ day of
_____ May _____, 2021 _____

Daté, en la ville _____ d'Ottawa _____ ce ___10___ jour
de _____ mai _____
2021 _____

Siddika Mithani

Siddika Mithani, Ph.D., President, Canadian Food Inspection Agency /

Présidente, Agence canadienne d'inspection des aliments