

# **Environmental Assessment Policy Program Facilitated by the Training and Development Program**

EXECUTIVE SUMMARY

May 2014

Canada 

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# Government Institution: Canadian Environmental Assessment Agency (the Agency)

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## Name of Program or Activity: Environmental Assessment Policy Program

The Canadian Environmental Assessment Agency (the Agency) conducts environmental assessments (EAs) for major projects. The Agency ensures that high quality EAs are completed in a timely and predictable way, thereby supporting economic growth while preventing or reducing adverse environmental effects.

The EA Policy program develops and promotes robust policies and practices for high-quality environmental assessment in accordance with the Canadian Environmental Assessment Act, 2012 (CEAA 2012). This is achieved by building and reinforcing policies, procedures and criteria for the conduct of federal EA, by promoting cooperation and coordinated action between the federal government and other jurisdictions, by promoting communication and cooperation with Indigenous peoples, and by developing instruments and training for EA practitioners.

Working in partnership with experts and practitioners, the Agency develops and delivers training to assist the federal government and others in meeting their obligations under CEAA 2012. The training courses engage learners in discussions, role plays and other interactive techniques aimed at enriching the course with the practical experience and skills of attendees.

For the purpose of the Training and Development Program a certain amount of personal information is collected by the

Agency. The personal information collected may include: name, contact information, preferred language of correspondence, affiliation, supporting documentation for student and Indigenous prices, financial information, medical and accommodation requirements, signatures, personal goals for training, personal opinions, and views.

As required for all program involving the collection of personal information, a privacy impact assessment (PIA) was conducted for the Training and Development Program. This PIA assesses the risk associated with the collection, use, disclosure and retention of the personal information required in the delivery of the Agency's EA Training Program. In particular, the PIA documents the use of the Training and Development Program to facilitate the EA policy program and any privacy implications resulting from this use.

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## **Risk Analysis**

The PIA "Risk Area Identification & Categorization" identified risks related to the management of personal information through the Training and Development Program. These risks have been addressed by a mitigation strategy involving the following:

- **Personal Information Bank (PIB):** A PIB was developed. The record number is CEAA TAD 170.
- **Compliant Privacy Notice Statement (PNS):** New PNSs have been drafted and are used by the program.
- **Records Disposition Authority (RDA):** A RDA has been approved for the Agency, but it still has to be validated by Library and Archives Canada. Training and Development

staff is currently holding personal information until the validation of the RDA