



IDRC · CRDI

International Development Research Centre
Centre de recherches pour le développement international

Annual Report to Parliament

Privacy Act

International Development Research Centre

2023-2024

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1. INTRODUCTION

The International Development Research Centre (IDRC or the Centre) is pleased to present its Annual Report on the administration of the *Privacy Act* (PA or Act) for fiscal year 2023-2024, as required under section 72 of the Act.

PURPOSE OF THE PRIVACY ACT

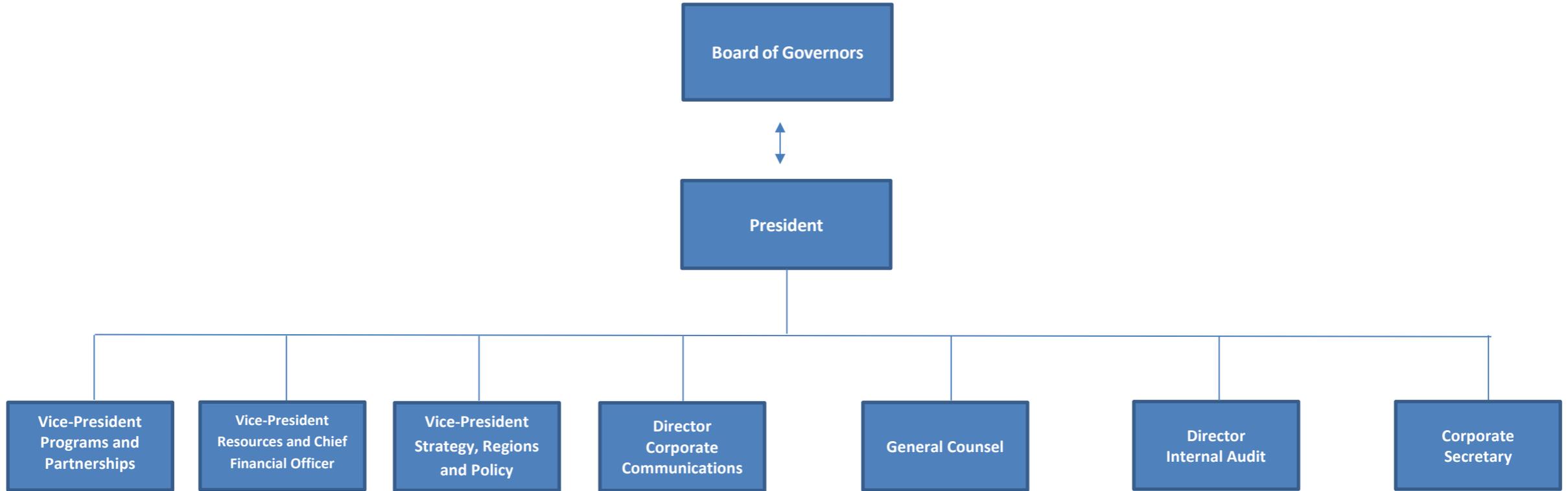
The [Privacy Act](#) (R.S.C., 1985, c. P-21) came into force on July 1, 1983. It gives Canadian citizens and permanent residents a right to access information about them that is held by the federal government. It also protects against unauthorized disclosure of such personal information. In addition, it controls how the government collects, uses, stores, discloses, and disposes of any personal information.

IDRC'S MANDATE

IDRC is a Crown corporation that was established in 1970. It is governed by a Board of Governors, appointed by the Governor in Council. IDRC reports to Canada's Parliament through the Minister for International Development.

The [International Development Research Centre Act](#) (R.S.C., 1985, c. I-19) mandates IDRC, in subsection 4(1), "to initiate, encourage, support and conduct research into the problems of the developing regions of the world and into the means for applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions."

2. ORGANIZATIONAL STRUCTURE



IDRC'S STRUCTURE

During the reporting period, IDRC employed approximately 370 employees, located at the head office in Ottawa and in five regional offices located in Amman, Jordan; Dakar, Senegal; Montevideo, Uruguay; Nairobi, Kenya; and New Delhi, India.

IDRC's President is the Chief Executive Officer and a member of the Board of Governors. The President leads the Centre in fulfilling its mandate to help countries in the Global South use science and knowledge to find practical, long-term solutions to the social, economic, and environmental problems they face. By investing in high-quality research and innovation, sharing knowledge with researchers and policymakers to inform local and global action, and mobilizing global alliances for impact, IDRC supports a more sustainable and inclusive world. As part of Canada's foreign affairs and international development efforts, IDRC's programming is supported by the Centre's regional presence in West and Central Africa, East and Southern Africa, Asia, Latin America and the Caribbean, and the Middle East and North Africa.

The Programs and Partnerships Branch (PPB) leads the development and implementation of the Centre's research support work as articulated in the IDRC's Board of Governors approved *Strategy 2030*. PPB program staff work closely with partners to support researchers exploring new and innovative fields of research in the Global South, to contribute new ideas, practices and policies and to strengthen networks. Led by a Vice-President, five areas of focus shape IDRC's work in the Global South, contributing to achievement of the United Nations' Sustainable Development Goals: Climate-Resilient Food Systems; Global Health; Education and Science; Democratic and Inclusive Governance; and Sustainable Inclusive Economies. PPB funds research under these areas of focus and develops opportunities for IDRC to collaborate with other funders that support research for development to increase the Centre's impact.

The Strategy, Regions and Policy Branch (SRPB) encompasses the Policy and Evaluation Division and the five Regional Offices. SRPB provides leadership in developing and implementing the strategic planning, evaluation, learning, policy, risk management and corporate reporting functions of IDRC, and helps coordinate the work of the Centre's regional offices. Led by a Vice-President, SRPB leads and encourages strategic foresight, environmental scanning, and trend analysis to inform IDRC's programming, as well as its efforts to increase the uptake and use of IDRC-supported research in driving solutions and influencing national, regional, and global development agendas. SRPB also leads IDRC's efforts in developing relationships with the private sector to expand the reach of the research it supports, and it works closely with Corporate Communications and PPB in developing and implementing key relationship engagement and outreach strategies in Canada and internationally – with a view to ensuring that IDRC's programs continue to be well understood, regarded, and resourced.

The Resources Branch (RB) is a full partner in the work of the Centre. It provides leadership in resources management issues, delivers services while ensuring the integrity of the Centre's operations, and facilitates the achievement of Centre goals in a manner that reflects

expectations of Canadians. It is led by a Vice-President who is also IDRC's Chief Financial Officer and is responsible for the management of the financial affairs of IDRC.

STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE

The responsibility for the development, coordination, and implementation of effective policies, guidelines, systems, and procedures to enable the efficient processing of requests under the *Act* rests with the Access to Information and Privacy (ATIP) Coordinator. The ATIP Coordinator is the incumbent in the Legal Coordinator position, reporting to General Counsel, who reports to the President.

The ATIP Coordinator oversees the implementation of the *Privacy Act* within IDRC and ensures compliance with the *Act*. The Office of Legal Services provides legal advice on the *Act* and requests as needed. The ATIP Coordinator works with IDRC's Digital Solutions and Information Governance staff to ensure that access to Centre information in all forms respects the requirements of the *Act*.

3. DELEGATION OF AUTHORITY

As indicated in the Delegation Order of 22 August 2023 (Appendix A), pursuant to section 73 of the *Privacy Act*, the President has designated the incumbent Legal Coordinator as the person designated at IDRC to exercise the powers and perform the duties and functions of the President, as the head of a government institution, under the *Act*.

4. INTERPRETATION OF THE 2023-2024 STATISTICAL REPORT

The following section explains in more detail the Statistical Report on the *Act* as provided in Appendix B.

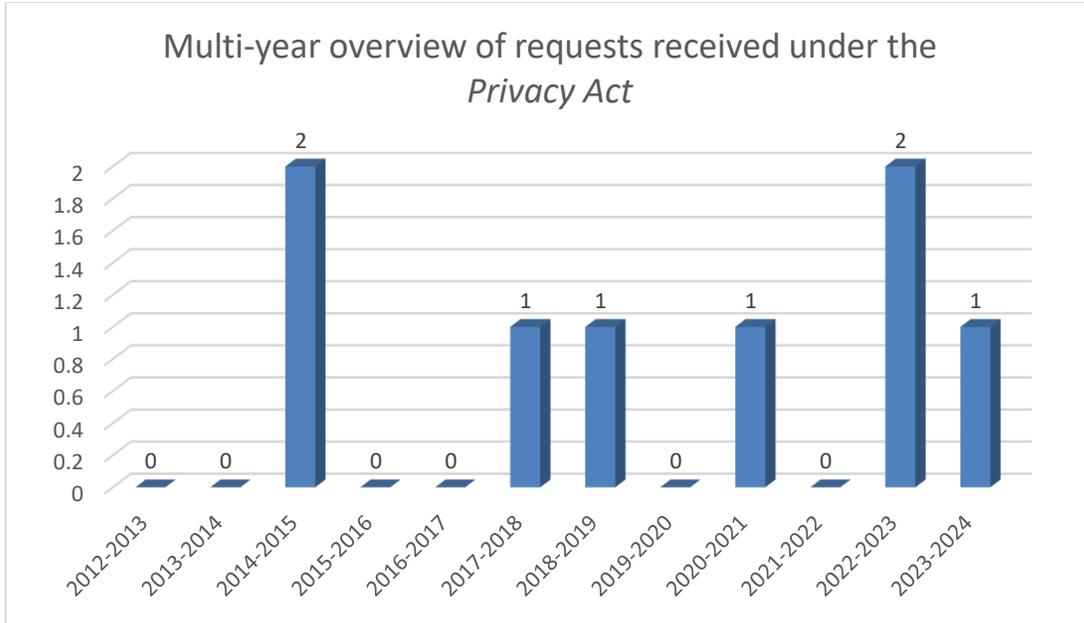
PART 1: REQUESTS UNDER THE PRIVACY ACT

1.1 Requests

Between April 1, 2023, and March 31, 2024, the Centre received one (1) request for personal information under the *Act*.

1.2 Multi-year trend

The number of requests received in 2023-2024 is the same as 2017-2018, 2018-2019 and 2020-2021. It is lower than the number of requests received in 2014-2015 and 2022-2023 and higher than 2012-2013, 2013-2014, 2015-2016, 2016-2017, 2019-2020 and 2021-2022.



PART 2: REQUESTS CLOSED DURING THE REPORTING PERIOD

2.1 Disposition and completion time

Between April 1, 2023, and March 31, 2024, the Centre received one (1) request for personal information under the *Act*. The Centre requested an extension of 30 days beyond the legislated timeline. No records were released as the request was abandoned by the requester.

2.2 Exemptions

No exemptions were applied during the reporting period.

2.3 Exclusions

No exclusions were applied during the reporting period.

2.4 Format of information released

No records were released as the request was abandoned by the requester.

2.5 Complexity

Due the nature of the request, legal advice was sought.

2.6 Deemed refusals

IDRC did not have any deemed refusals during the reporting period.

2.6.1 Reasons for not meeting statutory deadline

Due to the nature and complexity of the request, legal advice was sought, which resulted in an extension of 30 days beyond the legislated timeline.

2.6.2 Number of days past deadline

IDRC's response to the request was 30 days past deadline however, during this time, the requester chose to abandon the request.

2.7 Requests for translation

No translation was sought during the reporting period.

PART 3: DISCLOSURES UNDER SUBSECTIONS 8(2) AND 8(5)

No disclosures under s 8(2) and 8(5) were processed during the reporting period.

PART 4: REQUESTS FOR CORRECTION OF PERSONAL INFORMATION AND NOTATIONS

No requests for correction of personal information and notations were received during the reporting period.

PART 5: EXTENSIONS

One extension of 30 days was required.

PART 6: RESOURCES RELATED TO THE PRIVACY ACT

The Centre has one person dedicated part-time to *Privacy Act* activities. Using the guidelines set out in the Guide for the 2023-2024 Form for the Statistical Report on the *Privacy Act*, the Centre estimates the person spent approximately 40 per cent of their time on activities related to the administration of the *Privacy Act* at a cost of approximately \$31,606.

5. TRAINING AND AWARENESS

As part of orientation and onboarding, all employees are familiarized with the *Act* and IDRC's process regarding the *Act*. Further training activities are in development and will be rolled out in due course.

6. INSTITUTIONAL POLICIES, GUIDELINES, AND PROCEDURES

IDRC did not implement any new or revised privacy policies, guidelines, or procedures during the

reporting period.

7. COMPLAINTS AND INVESTIGATIONS

No complaints were made during the reporting period.

8. MONITORING COMPLIANCE

In 2023-2024, IDRC did not monitor the amount of time spent by staff in compiling and responding to requests.

9. PRIVACY BREACHES

IDRC did not have any material privacy breaches during the reporting period.

10. PRIVACY IMPACT ASSESSMENT

IDRC completed one Privacy Impact Assessment during the reporting period.

11. PUBLIC INTEREST DISCLOSURES

No disclosures under s 8(2)(m) were processed during the reporting period.

Appendix A: *Privacy Act* Delegation Order



IDRC • CRDI

International Development Research Centre
Centre de recherches pour le développement international

JULIE DELAHANTY
President/Présidente

22 August 2023

Privacy Act, s. 73
Delegation by Position
(One Officer or Employee)

Privacy Act Delegation Order

The President of the International Development Research Centre (IDRC), pursuant to section 73 of the *Privacy Act*, hereby delegates the person holding the position of Legal Coordinator at IDRC to exercise the powers and perform the duties and functions of the President as the head of a government institution under the *Act*. The person holding the position of Legal Coordinator at IDRC shall exercise such powers and perform such duties under the supervision of the Director of Legal Services at IDRC.

Julie Delahanty
President

OTTAWA ○ AMMAN ○ DAKAR • MONTEVIDEO ○ NAIROBI ○ NEW DELHI

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Canada

Appendix B: Statistical Report on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: International Development Research Centre

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		1
Closed during reporting period		1
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of Requests
Online	0
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
Total	1

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
	0 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	1	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	0	1	0	0	0	0	1

3.2 Exemptions

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

3.3 Exclusions

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

3.4 Format of information released

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

3.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	1

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

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

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

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

3.5.5 Relevant minutes processed and disclosed for video formats

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

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

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0

Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	1	0	0	1
Neither confirmed nor denied	0	0	0	0	0
Total	0	1	0	0	1

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

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

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
1	1	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	1	1
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	1	1

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

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	1
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	31	0	0	0
Central	0	0	0	0
Total	31	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

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

11.2 Non-Material Privacy Breaches

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

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$31,606
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$31,606

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.400
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.400

Note: Enter values to three decimal places.

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

Name of institution: International Development Research Centre

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Open Requests and Complaints Under the Access to Information Act

1.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	1	1
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	0	1	1

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the Access to Information Act

1.2 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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 2: Open Requests and Complaints Under the Privacy Act

2.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0

Received in 2017-18	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

2.2 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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	No
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Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
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Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

