

# Annual Report on the Administration of the Privacy Act

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2023-2024



Federal Economic Development  
Agency for Northern Ontario

Agence fédérale de développement  
économique pour le Nord de l'Ontario

Canada

# Annual Report on the Administration of the Privacy Act

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## Introduction

The *Privacy Act* (Revised Statutes of Canada, 1985, Chapter A-1) was proclaimed on July 1, 1983.

The purpose of the *Privacy Act* is “to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information.” The law also protects an individual’s privacy by preventing others from having access to that personal information and allows an individual specific rights concerning the collection and use of their information.

Section 72 of the *Privacy Act* requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of the Act within the institution during each financial year.

This annual report is tabled in Parliament pursuant to section 72 of the *Privacy Act* and describes how the Federal Economic Development Agency for Northern Ontario (FedNor) administered its responsibilities for the reporting period.

## Institutional mandate

FedNor is the Government of Canada's economic development organization for [Northern Ontario](#), and as such, it is key to helping deliver on the federal government's [Prosperity and Growth Strategy for Northern Ontario](#).

Through its programs and services, and through its financial support of projects that lead to job creation and economic growth, FedNor works with businesses and community partners to build a stronger Northern Ontario.

FedNor has two main funding vehicles: the [Northern Ontario Development Program](#), which focuses on [community economic development](#), and the [Regional Economic Growth through Innovation](#) program, which focuses on business [scale-up and productivity](#), and [regional innovation ecosystems](#).

Through the [Community Futures Program](#), FedNor also supports a network of 24 Community Futures Development Corporations (CFDCs) across Northern Ontario. These locally driven CFDCs provide business financing and services, as well as support for community-based economic development projects.

Also, as the need is determined and priorities change, FedNor delivers other Government of Canada programs designed to contribute to economic development in Northern Ontario. Recent examples include the [Economic Development Initiative](#) for official language minority communities.

In addition to its efforts through these funding vehicles, FedNor is strongly focused on outreach and collaboration efforts that engage community leaders and stakeholders as we work to better meet the current and future needs of Northern Ontario. FedNor does this

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by identifying and actively co-leading or participating on important files including the emerging Ring of Fire mining development – considered a generational mining opportunity that could re-shape Northern Ontario's economy – as well as by collaborating with our federal partners to ensure Northerners have full access to the wide slate of programs and services offered by the Government of Canada.

In short, FedNor is your federal partner in Northern Ontario.

On August 12, 2021, FedNor ceased to operate as an initiative of Innovation, Science and Economic Development Canada, and became a fully independent agency of the Government of Canada, led by the Honourable Patty Hajdu, Minister of Indigenous Services and Minister responsible for the Federal Economic Development Agency for Northern Ontario. At the time of this report, FedNor is also led and supported by President Valerie Gideon.

For more information on the Agency's organizational mandate letter commitments, see the [ministers' mandate letters](#) section of the Prime Minister's website.

## Organizational structure

For the purposes of the *Privacy Act*, the President of FedNor has delegated powers, duties and functions under the *Act* to the Manager of Government Affairs who performs the role of Access to Information and Privacy (ATIP) Coordinator responsible for leading the ATIP Program. The ATIP Coordinator administers the *Act* with assistance from an administrative officer.

The ATIP Coordinator is responsible for all daily ATIP activities and operations, as well as the development, coordination and implementation of effective policies, guidelines and procedures necessary to manage the agency's compliance with the *Acts*. The ATIP coordinator responds to all formal requests submitted under the applicable *Act*.

## Delegation of authority

The President's *Access to Information and Privacy Act Delegation Order* was updated on June 20, 2023. A copy of the Delegation Order is attached in Annex A. It provides delegated authority to the Vice President of Policy and Communications, the Director of Program Policy and the Manager of Government Affairs.

## Performance

FedNor received no requests under the *Privacy Act* during the reporting period. FedNor's 2023-2024 Statistical Report on the *Privacy Act* is attached as Annex B. Therefore, there is nil information to report for the following reporting components prescribed by the Treasury Board of Canada Secretariat (TBS):

- Responses within legislated timelines;
- Multi-year trends;
- Requests carried in from 2022-2023 and carried out to 2023-2024;

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- Three-year overview of sources and subjects of requests;
- Completion times for closed requests;
- Disposition of requests;
- Nature of information requested;
- Exemptions and exclusions;
- Extensions; and
- Consultations completed for other institutions.

## Operating costs

The cost of delivering FedNor's Privacy program and services for 2023–2024 was \$16,933 (for both salary and operating costs).

## Training and awareness

FedNor did not conduct any Privacy training and awareness activities during the reporting period.

## Policies, guidelines, procedures, and initiatives

FedNor did not develop any new policies, guidelines or procedures or undertake any new initiatives pertaining to Privacy during the reporting period.

## Key issues and actions taken on complaints

As FedNor neither carried in any outstanding requests from the previous year under the *Privacy Act*, nor received any new requests during the current reporting period, there is nil information to report on complaints.

No audits relating to the administration of the *Privacy Act* were conducted during the reporting period.

## Monitoring compliance

In consideration of having received no requests under the *Privacy Act* since becoming a fully independent agency of the Government of Canada on August 12, 2021, FedNor has yet to develop any strategies or plans pertaining to compliance.

## Material privacy breaches

No material breaches of privacy that required reporting to the Privacy Commissioner of Canada or to the TBS occurred during the reporting period.

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## Privacy impact assessments

FedNor completed no privacy impact assessments during the reporting period.

## Public interest disclosures

Paragraph 8(2)(m) of the *Privacy Act* gives heads of institutions the discretion to disclose personal information where disclosure would clearly benefit the individual to whom the information pertains or when the interest in public disclosure clearly outweighs the privacy of the concerned individual.

FedNor made no such disclosures during the reporting period.

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## ANNEX A

### FEDERAL ECONOMIC DEVELOPMENT AGENCY FOR NORTHERN ONTARIO ACCESS TO INFORMATION AND PRIVACY ACT DELEGATION ORDER

### AGENCE FÉDÉRALE DE DÉVELOPPEMENT ÉCONOMIQUE POUR LE NORD DE L'ONTARIO ARRÊTÉ DE DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The President, 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 Federal Economic Development Agency for Northern Ontario, under the provisions of the Acts and related regulations set out in the schedule opposite each position. This delegation 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*, la présidente 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 Agence fédérale de développement économique pour le Nord de l'Ontario, 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.



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Position/Poste	<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>
Vice President, Policy and Communications / Vice-Président, Politiques et communications	Full authority / Autorité absolue	Full authority / Autorité absolue
Director, Program Policy / Directeur, Politiques de programmes	Full authority / Autorité absolue	Full authority / Autorité absolue
Manager, Government and Cabinet Affairs / Gestionnaire, Affaires gouvernementales	Full authority / Autorité absolue	Full authority / Autorité absolue
Advisor, Parliamentary Affairs and Access to Information / Conseiller, Affaires parlementaires et accès à l'information	Section / Disposition : 7, 8 (1), 9, 12 (2) (b), 12 (3) (b), 27(1)(4), 29(1), 44(2); Regulation / Règlement : 6(1)	Section/ Disposition : 14

Signed in Gatineau on this 20 day of June, 2023

Signé à Gatineau, le 20 jour de juin 2023

Valerie Gideon, President

Federal Economic Development Agency for Northern Ontario

Valerie Gideon, Présidente

Agence fédérale de développement économique pour le Nord de l'Ontario

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## ANNEX B

### Annual statistical report on the *Privacy Act*

**Name of institution:** Federal Economic Development Agency for Northern Ontario

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

#### Section 1: Requests under the Privacy Act

##### 1.1 Number of requests

		Number of requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		0
Closed during reporting period		0
Carried over to next reporting period		0
• Carried over within legislated timelines	0	
• Carried over beyond legislated timelines	0	

##### 1.2 Channels of requests

Source	Number of requests
Online	0
E-mail	0
Mail	0
In-person	0
Telephone	0
Facsimile	0
<b>Total</b>	0

#### 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	
<b>Total</b>		0
Closed during reporting period		0
Carried over to next reporting period		0

##### 2.2 Channels of informal requests

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Source	Number of requests
Online	0
E-mail	0
Mail	0
In-person	0
Telephone	0
Facsimile	0
<b>Total</b>	0

## 2.3 Completion time of informal requests

Completion time							
1-15 days	16-30 days	31-60 days	61-120 days	121-180 days	181-365 days	+ 365 days	Total
0	0	0	0	0	0	0	0

## 2.4 Pages released informally

Less than 100 pages re-released		100-500 pages re-released		501-1000 pages re-released		1001-5000 pages re-released		+ 5000 pages re-released	
# of requests	Pages released	# of requests	Pages released	# of requests	Pages released	# of requests	Pages released	# 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
	1-15 days	16-30 days	31-60 days	61-120 days	121-180 days	181-365 days	+ 365 days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

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## 3.2 Exemptions

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

## 3.3 Exclusions

Section	# of requests	Section	# of requests
69(1)(a)	0	70(1)(b)	0
69(1)(b)	0	70(1)(c)	0
69.1	0	70(1)(d)	0
70(1)	0	70(1)(e)	0
70(1)(a)	0	70(1)(f)	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 and e-record formats

# of pages processed	# of pages disclosed	# of requests
0	0	0

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

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	# of requests	Pages processed	# of requests	Pages processed	# of requests	Pages processed	# of requests	Pages processed	# 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	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## 3.5.3 Relevant minutes processed and disclosed for audio formats

# of minutes processed	# of minutes disclosed	# 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		+ 120 minutes processed	
	# of requests	Minutes processed	# of requests	Minutes processed	# 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
<b>Total</b>	0	0	0	0	0	0

## 3.5.5 Relevant minutes processed and disclosed for video formats

# of minutes processed	# of minutes disclosed	# of requests
0	0	0

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## 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		+ 120 minutes processed	
	# of requests	Minutes processed	# of requests	Minutes processed	# 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
<b>Total</b>	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
<b>Total</b>	0	0	0	0	0

## 3.6 Closed Requests

Number of requests closed within legislated timelines	0
Percentage of requests closed with legislated timelines	0

## 3.7 Deemed refusals

### 3.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the	Principal reason			
	Interference with operations or workload	External consultation	Internal consultation	Other

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<b>legislated timelines</b>				
0	0	0	0	0

## 3.7.2 Requests closed beyond legislated timelines (including any extensions taken)

<b>Number of days past legislated timelines</b>	<b>Number of requests past legislated timeline where no extension was taken</b>	<b>Number of requests past legislated timeline where an extension was taken</b>	<b>Total</b>
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
<b>Total</b>	0	0	0

## 3.8 Requests for translation

<b>Translation requests</b>	<b>Accepted</b>	<b>Refused</b>	<b>Total</b>
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## Section 4: Disclosures under Subsection 8(2) and 8(5)

<b>Paragraph 8(2)(e)</b>	<b>Paragraph 8(2)(m)</b>	<b>Subsection 8(5)</b>	<b>Total</b>
0	0	0	0

## Section 5: Requests for correction of personal information and notations

<b>Disposition for correction requests received</b>	<b>Number</b>
Notations attached	0
Requests for correction accepted	0
<b>Total</b>	0

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## Section 6: Extensions

### 6.1 Reasons for extensions

Number of requests where an extension was taken	15(a)(i) Interference with operations			
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain
0	0	0	0	0

Number of requests where an extension was taken	15(a)(ii) Consultation			15(b) Translation purposes or conversion
	Cabinet confidence section (Section 70)	External	Internal	
0	0	0	0	0

### 6.2 Length of extensions

Length of extensions	15(a)(i) Interference with operations			
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain
1 to 15 days	0	0	0	0
16 to 30 days	0	0	0	0
<b>Total</b>	0	0	0	0

Length of extensions	15(a)(ii) Consultation			15(b) Translation purposes or conversion
	Cabinet confidence section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	0	0
<b>Total</b>	0	0	0	0



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## 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	# of pages to review	Other organizations	# of pages to review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	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

Recommendations	Number of days required to complete consultation requests							
	1-15 days	16-30 days	31-60 days	61-120 days	121-180 days	181-365 days	+ 365 days	Total
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
<b>Total</b>	0	0	0	0	0	0	0	0

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## 7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

Recommendations	Number of days required to complete consultation requests							
	1-15 days	16-30 days	31-60 days	61-120 days	121-180 days	181-365 days	+ 365 days	Total
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
<b>Total</b>	0	0	0	0	0	0	0	0

## Section 8: Completion time of consultations on Cabinet confidence

### 8.1 Requests with legal services

Number of days	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	# of requests	Pages disclosed	# of requests	Pages disclosed	# of requests	Pages disclosed	# of requests	Pages disclosed	# 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 8.2 Requests with Privy Council Office

Number of Days	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	# of requests	Pages disclosed	# of Requests	Pages disclosed	# of requests	Pages disclosed	# of requests	Pages disclosed	# 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

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## 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	0
Number of PIAs modified	0

### 10.2 Institution-specific and central personal information banks

Personal information banks	Active	Created	Terminated	Modified
Institution-specific	0	0	0	0
Central	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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	\$16,933
Overtime	\$0
Goods and services	\$0
<ul style="list-style-type: none"> <li>• Professional services contracts</li> <li>• Other</li> </ul>	\$0
<b>Total</b>	<b>\$16,933</b>

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## 12.2 Human resources

<b>Resources</b>	<b>Person years dedicated to access to information activities</b>
Full-time employees	0.033
Part-time and casual employees	0.100
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>0.133</b>