



Canadian Northern Economic
Development Agency

Agence canadienne de
développement économique du Nord

Canadian Northern Economic Development Agency (CanNor)

2023-2024 Annual Report to Parliament on the Privacy Act

Canada

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Section B: Annual Report on the Privacy Act, 2023-2024

B1. Introduction

The *Privacy Act* provides Canadian citizens and people present in Canada the right of access to, and correction of, information about them that is held by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose, and dispose of any personal information.

This report summarizes the activities of CanNor in implementing the *Act*, for the period of April 1, 2023 to March 31, 2024, and fulfils the requirement under Section 72, which stipulates that the head of every government institution shall prepare for submission to Parliament an annual report on the administration of this *Act* within the institution during each financial year.

CanNor works with partners to advance economic development in Canada's territories. The Agency supports, invests in and advocates for national, territorial and community level economic development; fosters growth and innovation; contributes to building capacity; and invests in foundational economic development projects in the territories. In addition, through the Northern Projects Management Office the Agency coordinates federal participation in the territorial environmental review processes and maintains the Crown consultation record for major projects.

The Agency works closely with all federal partners to advance a whole of government approach to economic development in the territories.

CanNor supports the implementation of the Government of Canada priorities and the mandate letter for the Minister of Northern Affairs, Minister Responsible for Prairies Economic Development Canada and Minister responsible for the Canadian Northern Economic Development Agency.

B2. Organizational Structure

For the purposes of the *Privacy Act*, the President of CanNor has delegated powers, duties and functions under the *Act* to the Corporate Secretary who performs the role of ATIP Coordinator responsible for leading the ATIP Program. The ATIP Coordinator administers the *Act* with the assistance of a part-time Administrative Officer. During the reporting period, CanNor was not party to any service agreements under section 73.1 of the *Privacy Act*.

The ATIP Coordinator is accountable for the development, coordination, and implementation of effective policies, guidelines, systems, and procedures to meet responsibilities under the *Act*, and to permit processing requests, and disclosure of information. Additionally, the ATIP Coordinator provides strategic support and advice to the executive management of the Agency regarding the administration of the ATIP

Program, and is responsible for all privacy activities and operations pursuant to the *Act* such as:

- processing and responding to all formal requests and interdepartmental consultations under the *Privacy Act*;
- providing strategic advice to the Agency about privacy-related issues;
- preparing guidance documents in support of privacy legislation;
- updating and registering personal information banks;
- preparing the Annual Report to Parliament on the *Privacy Act*;
- training employees on their roles and responsibilities under the *Privacy Act*; and,
- processing and responding to informal inquiries.

B3. Delegation Order

The President's *Privacy Delegation Order* (Annex A), was updated on December 11, 2023. It provides delegated authority to the Corporate Secretary and the Manager, IM/IT and Chief Information Officer.

B4. Performance 2023-2024

CanNor's 2023-2024 Statistical Report on the *Privacy Act* is attached as Annex B. The following is an overview of key data on CanNor's performance for the fiscal year:

a) Requests Received Under the *Privacy Act*

CanNor received no new requests during the 2023-2024 reporting period and no requests were carried over from previous years. No informal requests were received or processed outside the *Privacy Act* during this reporting period, nor any requests to correct personal information. CanNor has no active complaints.

b) Consultations Received from other Government of Canada Institutions

No consultations from other Government of Canada Departments were received during 2023-2024 and none were carried over from previous reporting periods.

B5. Training and Awareness

Formal training was conducted during the CanNor Administrative Professionals Annual Training Meeting in January, 2024. This session captured all sectors of CanNor and focused on record collection, internal processes, timelines and exemptions. In addition, informal briefings were provided to CanNor Middle Managers on the administration of the *Privacy Act*. These were conducted one-on-one as needed via in person or online video meetings and telephone calls.

B6. Policies, Guidelines and Procedures

CanNor did not implement or amend any institution-specific Privacy policies, guidelines, or procedures during the reporting period. The Agency did not receive authority for any

new collections or new consistent uses of Social Insurance Numbers during the reporting period.

B7. Initiatives and Projects to Improve Privacy

In addition to providing enhanced training to employees and managers on implementing the *Privacy Act*; the agency actively employs TBS approved technological tools, including Access Pro Case Management and the ATIP on-line portal, to efficiently process requests.

B8. Summary or Key Issues and Actions Taken on Complaints or Audits

There were no complaints received concerning the administration of the *Privacy Act*, and no audits, investigations or appeals to the Federal Court were undertaken.

B9. Material Privacy Breaches

CanNor reported no internal material privacy breaches to the Office of the Privacy Commissioner during the 2023-2024 reporting period.

The CanNor ATIP Program was advised by the Treasury Board Secretariat (TBS) of two specific large scale material privacy breaches within third party delivery agents of the government. As a result, the Agency participated in information sessions, the dissemination of notices to employees, and activated the CanNor privacy breach response committee, to evaluate potential impact and required processes, as directed by TBS regarding the external to CanNor privacy breaches.

In 2023-24 CanNor ATIP directorate had a total operating cost to administer the *Privacy Act* of \$26,000, as compared to \$2,000 in 2022-23, broken down as follows: a 0.2 of 1 full-time equivalent employee salary. The increase can be directly attributed to supporting the Treasury Board Secretariat (TBS) during the two material breaches incurred by the government's third party delivery agents.

B10. Privacy Impact Assessments

During the reporting period, CanNor did not complete any *Privacy Impact Assessments* and no assessments were forwarded to the Office of the Privacy Commissioner.

B11. Public Interest Disclosures

There were no disclosures pursuant to paragraph 8(2)(m) for the 2023-2024 period.

B12. Monitoring Compliance

As the official responsible for completion timelines, the ATIP Coordinator is made aware of new and outstanding requests on a continual basis. A shared request database is

used when processing Privacy requests which tracks deadlines and allows for effective monitoring.

Annex A – Privacy Act Delegation Order

Pursuant to the powers of designation conferred upon me by Section 73(1) of the *Privacy Act*, the persons exercising the functions or positions of Manager, IM/IT and Chief Information Officer (position number 000139900), and Corporate Secretary (position number 146270) and their respective successors, including in their absence, a person or officer designated in writing to act in the place of the holder of any such functions or positions are hereby designated to exercise those powers, duties or functions of the President as the Head of the government institution under the *Act*, and as set out in Schedules A and B.

President - Canadian Northern Economic Development Agency
Dated at Ottawa, the 11th of December, 2023.

Annex A – *Privacy Act* Delegation Order

Privacy Act – Delegation Order

Pursuant to the powers of designation conferred upon me by Subsection 73(1) of the *Privacy Act*, the persons exercising the functions or positions of Manager, IM/IT and Chief Information Officer (position number 000139900), and Corporate Secretary (position number 146270) and their respective successors, including in their absence, a person or officer designated in writing to act in the place of the holder of any such functions or positions are hereby designated to exercise those powers, duties or functions of the President as the Head of the government institution under the *Act*, and as set out in the attached Schedule A and B.

Loi sur la protection des renseignements personnels - Ordonnance de délégation de pouvoirs

En application des pouvoirs de désignation qui me sont conférés en vertu de l'article 73(1) de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente les employés exerçant des fonctions ou occupant le poste de Gestionnaire, GI / TI et dirigeant principal de l'information (numero de poste 000139900) et le Secrétaire Général (numero de poste 146270) et les employés qui les succéderont, y compris les employés qui les remplacent en leur absence, ou toute personne ou agent désigné par écrit pour les remplacer à exercer ces pouvoirs, responsabilités ou fonctions dévolus au président en tant que Chef de cette institution administrative en vertu de la *loi*, et tels qu'énoncés dans l'annexe A et B, ci-jointes.

Digitally signed by
Onalik, Jimi
Date: 2023.12.11 16:30:50
-05'00'

President - Canadian Northern Economic Development Agency
Présidente - Agence canadienne de développement économique du Nord

Dated at Ottawa, the 11th of December, 2023
Signé à Ottawa, le 11 décembre 2023

Annex B – Statistical Report on the *Privacy Act*

Reporting period: April 1, 2023 to March 31, 2024



Statistical Report on the *Privacy Act*

Name of institution: Canadian Northern Economic Development Agency (C

Reporting period: 4/1/2023 to 3/31/2024

Section 1: Requests Under the Privacy Act**1.1 Number of requests received**

		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
• 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	0
Mail	0
In person	0
Phone	0
Fax	0
Total	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	
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							
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	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							
	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	Total
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

Total	0	0	0	0	0	0	0	0
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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	0

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	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	0	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	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	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
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 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 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
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
	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	
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
	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	
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	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
Total	0	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	1
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Section 12: Resources Related to the Privacy Act**12.1 Allocated Costs**

Expenditures		Amount
Salaries		\$26,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$26,000

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.200
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.200

Note: Enter values to three decimal places.