

SCC  CCN

# Annual Report on the *Privacy Act*

2024-2025



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Council  
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## Introduction

The *Privacy Act* (the “Act”) came into force on July 1, 1983. The Act governs how the federal government may collect personal information, restricts the use and disclosure of this information, and gives individuals a right to review and correct their personal information.

Section 72 of the Act requires every head of a federal government institution to submit a report to Parliament on the administration of the *Privacy Act* within their institution during the fiscal year. This report presents an overview of *Privacy Act* activities carried out within Standards Council of Canada (“SCC”) during the reporting period of April 1, 2024, to March 31, 2025.

SCC is a Crown corporation established in 1970 by the Standards Council of Canada Act to foster and promote voluntary standardization in Canada. It is independent of the government in its policies and operations, although it is partially financed by parliamentary appropriations.

The mandate of SCC is to:

- promote the participation of Canadians both in voluntary standards activities and in public-private sector cooperation in relation to voluntary standardization in Canada;
- coordinate and oversee the efforts of the persons and organizations involved in Canadian goods and services through standards-related activities;
- develop standards-related strategies and long-term objectives.

Further, SCC promotes efficient and effective voluntary standardization in Canada to advance the national economy, support sustainable development, benefit the health, safety and welfare of workers and the public, assist and protect consumers, and facilitate domestic and international trade.

## Organizational Structure

The ATIP Division is part of the Office of the CEO and is the central coordinating body for all access to information and privacy (ATIP) responsibilities of SCC. It processes all requests received by SCC under the *Privacy Act* and the *Access to Information Act* (ATI Act). Also, it directs all administration, application and promotion of ATIP activities within SCC. It provides advice to senior management on the implementation of the statutes and prepares reports to Parliament, the Treasury Board of Canada Secretariat (TBS) and senior management. The ATIP Division represents SCC in complaints and investigations conducted by the Office of the Information Commissioner of Canada (OIC) and by the Office of the Privacy Commissioner of Canada (OPC), and in any Federal Court applications arising from ATIP matters.

The ATIP Division is comprised of a single full-time employee, SCC’s Program Manager, Access to Information and Privacy (ATIP). The Program Manager, ATIP, fully supports and develops all aspects of the ATIP program and is SCC’s ATIP Coordinator.

Section 73.1 of the *Privacy Act* allows for a government institution to provide compliance services with the Act to another government institution that is under the responsibility of the same Minister. SCC has not entered into any such agreement.

## Delegation Order

Decision-making responsibility for the application of the various provisions of the *Privacy Act* has been formally established and is outlined in the Delegation of Authority instrument. The current delegation order was approved by SCC’s Chief Executive Officer on October 25, 2023. A copy of the delegation order pertaining to the *Privacy Act* can be found in Appendix A of this report.

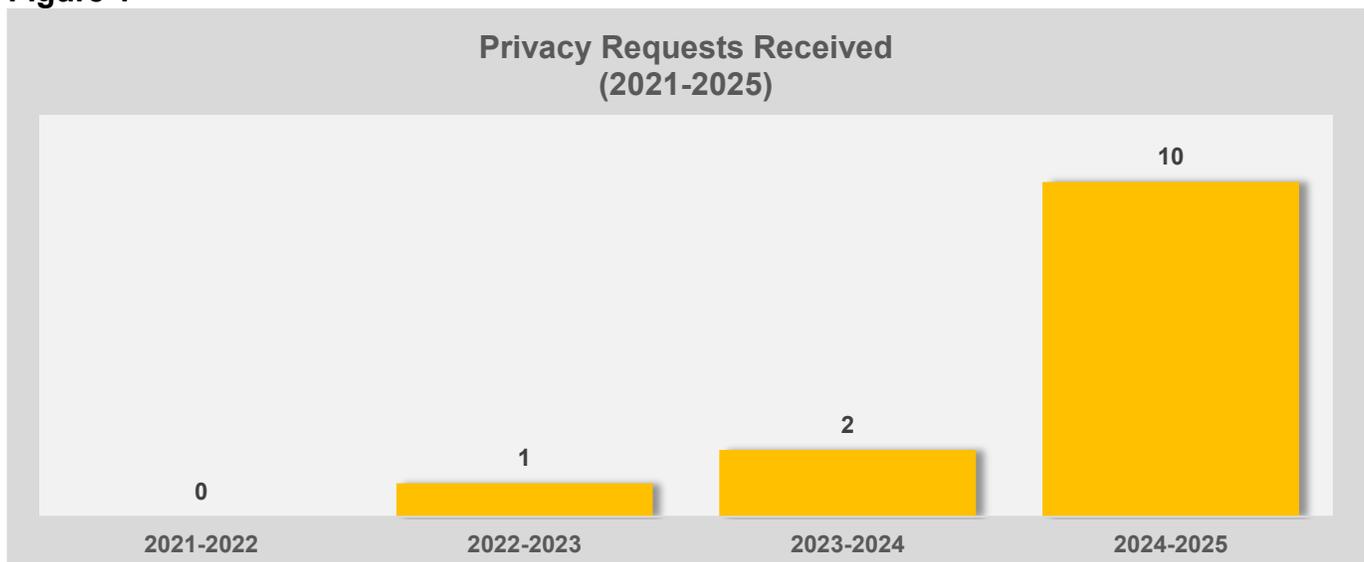
This delegation order instrument provides full delegated authority under the ATI Act and *Privacy Act* to the Corporate Secretary and General Counsel and the Program Manager, Access to Information and Privacy (ATIP).

## Highlights of the Statistical Report 2024-2025

Between April 1, 2024, and March 31, 2025, SCC has received 10 requests under the *Privacy Act*. No active request is outstanding from previous reporting periods and all requests received were closed during the reporting year. Amongst the requests received, 9 were abandoned and 1 was disclosed in part. Two requests were responded to within 16 to 30 days and 8 were responded to within 31 to 60 days. A total of 100% on-time compliance level was achieved during the reporting period. Overall, the number of privacy requests received each year has remained consistently low. This year is an exception compared with previous years but is due to many requests received from a single source. For the single request that was disclosed in part, 558 pages of records were disclosed.

Figure 1 displays the number of privacy requests that were received by SCC from 2021–2022 to 2024–2025.

**Figure 1**



## Corrections

Paragraph 12(2)(a) of the *Privacy Act* gives individuals the right to request a correction of personal information about them held by the federal government. No corrections were requested or made in the 2024–2025 reporting period.

## Disclosure under Subsection 8(2)

Paragraphs 8(2)(e), (f), (g), and (m) of the *Privacy Act* permit the disclosure of personal information to various investigative/regulatory bodies or to Members of Parliament, or if disclosure is in the public interest.

No disclosures under subsection 8(2), including under paragraph 8(2)(m) of the Act, were completed in the 2024–2025 reporting period.

## Consultations

In 2024–2025, SCC did not receive privacy consultation from another federal government institution or from other organizations.

## Costs

The total salary costs associated with the administration of the *Privacy Act* activities amounted to \$10 700 for this reporting period.

The human resources required to administer the *Privacy Act* amounted to 0.1 full-time equivalents (FTEs) for this reporting year.

## Training Activities and Initiatives

The ATIP Division provides daily advice to SCC's staff on the processing of access to information requests as well as the interpretation of the ATI Act, and of the *Privacy Act*, to ensure the efficient and consistent processing of all requests received by SCC.

As part of SCC's onboarding process, the ATIP Division provides training session on an ongoing basis to all new SCC's employees, including both staff and executive. There were 3 sessions held during the reporting year and 9 employees received the training.

The ATIP Division is always seeking opportunities to improve its services, to advance indigenous reconciliation, to provide other means for access to frequently requested information and to make more information available to Canadians. However, for the current reporting period no such initiatives were developed.

## Policies, Guidelines, Procedures and Reporting

### Policies and Guidelines

SCC relies on the privacy policies and guidelines developed internally and by TBS.

### Monitoring

The SCC ATIP Division regularly monitors the timeliness and trends associated with the processing of requests through ongoing communication with branch and directorate liaison contacts. During the review process of requests, SCC evaluates records that need to be sent for consultation with other federal institutions. Consultation with other federal institutions is done when it is required for the proper exercise of discretion or when there is an intention to disclose records.

### Publicly Accessible Information and Inquiry Points

Info Source is a series of publications containing information on the Government of Canada and on the Government's data collection activities. Info Source is intended to help the public access government information and to exercise their rights under the *Privacy Act* and ATI Act.

For the purposes of Part 2 of the ATI Act on the Proactive Publication of Information, SCC is a government institution. SCC's comprehensive website provides information on SCC's policies, its organizational structure, and the means to contact SCC's officials. SCC's website also allows access to internal evaluations and audits, as well as information on travel and hospitality expenses. For more information related to this, visit: <https://scc-ccn.ca/about-us/public-accountability>.

To facilitate public access to information and to comply with the ATI Act, and with the *Privacy Act*, SCC has a room designated as a public reading room. The room is located on the 6<sup>th</sup> floor, 55 Metcalfe Street, Ottawa, Ontario.

### Exempt Personal Information Banks

SCC has no exempt Personal Information Banks.

### Privacy Impact Assessments

To fulfill its mandate, some of SCC's responsibilities require the collection, use and disclosure of personal information. As a trusted custodian of this information, SCC uses Privacy Impact Assessments, in accordance with TBS policy, as an adequate risk management tool. Although SCC did not complete any Privacy Impact Assessments during the reporting period, the ATIP Division regularly provides advice to SCC's employees on privacy related matters.

### Material Privacy Breaches

There was no material privacy breach during the 2024-2025 reporting period.

## Complaints, Audits, Investigations and Appeals

Applicants have the right to register a complaint with the OPC regarding any matter relating to the processing of a request.

No complaints were filed with the OPC against SCC during the 2024–2025 reporting period and none is outstanding from previous reporting periods.

### **Applications for judicial review in Federal Court and Appeals to the Federal Court of Appeal**

No applications were filed against SCC's decisions.

## Appendix A: Delegation Order Instrument



### Delegation of Authority under the *Access to Information Act* and the *Privacy Act*

The Chief Executive Officer (CEO) of the Standards Council of Canada (SCC), 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 table hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the CEO as the head of a government institution.

Table of Delegated Authority		
Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Corporate Secretary and General Counsel	Full authority	Full authority
Program Manager, ATIP	Full authority	Full authority



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 Chantal Guay  
 Chief Executive Officer, SCC

2023-10-25

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 Date