ANNUAL REPORT TO PARLIAMENT

PRIVACY ACT

Federal Economic Development Agency for Southern Ontario

April 1, 2025, to March 31, 2026

This publication is available upon request in accessible formats.

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Introduction

The purpose of the *Privacy Act* (the 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 Act also protects an individual's privacy by preventing others from having access to that personal information and provides individuals with specific rights concerning the collection and use of their personal information.

Section 72(1) of the 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. For the Federal Economic Development Agency for Southern Ontario (FedDev Ontario, the Agency), the President was the designated head of the institution by Order in Council during the reporting period.

Tabling of the report “shall be laid before each House of Parliament on any of the first 15 days on which that House is sitting after September 1 of the year in which the report is prepared.”

This annual report describes how FedDev Ontario administered its responsibilities under the Act.

About the organization

Raison d’être

The Federal Economic Development Agency for Southern Ontario (FedDev Ontario) works with communities, businesses, not-for-profit organizations and other orders of government in southern Ontario to strengthen the region's capacity for innovation, economic development and growth.

Scope of operations

FedDev Ontario is headquartered in Waterloo and has regional offices in Ottawa, Peterborough and Toronto. Its mandate covers southern Ontario, which includes 37 Statistics Canada census divisions.

FedDev Ontario’s President oversees Agency operations and resources and reports to the Minister of Artificial Intelligence and Digital Innovation and Minister responsible for the Federal Economic Development Agency for Southern Ontario.

Structure of the Access to Information and Privacy Office

Responsibility for processing requests received under the *Privacy Act* rests with the Access to Information and Privacy (ATIP) Coordinator. The ATIP Coordinator oversees the administration of the *Access to Information Act* and the *Privacy Act* (the Acts) within FedDev Ontario and ensures compliance with the legislation. The ATIP Coordinator reports to the Corporate Secretary who in turn reports to the President. The ATIP office structure is included in Annex A.

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 Office, which is located in the Ottawa office, responds to all formal requests submitted under the applicable Act.

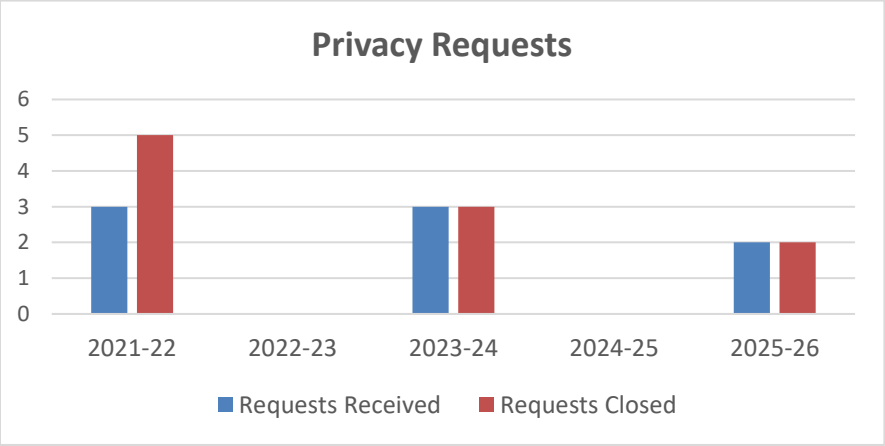
The administration of both Acts at FedDev Ontario is also facilitated at the branch level. Each organizational branch has a liaison officer who coordinates activities on the administrative processes and procedures of these Acts.

Delegation of authority

The current ATIP Delegation Order was approved on September 23, 2021, by the President. It provides full delegated authority to the ATIP Coordinator and to the Corporate Secretary. A copy of the ATIP Delegation Order is attached in Annex B.

Statistics

FedDev Ontario received two privacy requests from April 1, 2025 to March 31, 2026, compared to no requests in 2024–25. A detailed statistical report on privacy requests is attached in Annex C.



Graph 1. Privacy requests received and closed by fiscal year
Text version of graph 1
Graph 1 is a bar graph of FedDev Ontario's number of privacy requests over a five-year period, beginning in 2021–22 and ending in 2025–26. The fiscal years are captured horizontally and the vertical measurements are the quantity of privacy requests. The bars show “requests received” and “requests closed.”

Year	Requests received	Requests closed
2021–22	3	5
2022–23	0	0
2023–24	3	3
2024–25	0	0
2025–26	2	2

Disposition and completion time

Of the two requests active during the reporting period, all were closed during the 2025–26 reporting period. All new requests received during the reporting period were closed within their legislated deadlines. On March 31, 2026, there were no privacy requests in FedDev Ontario's inventory.

During the reporting period, no extensions beyond 30-day statutory limit were taken.

Exemptions and exclusions

As noted in Annex C, no exemptions were cited by the Agency. No exclusions were cited by the Agency.

Education and training

Over the 2025–26 fiscal year, the ATIP Office delivered one internal training and awareness sessions to 37 participants.

All FedDev Ontario employees are required to take the Canada School of Public Service course on Access to Information and Privacy Fundamentals. Between April 1, 2025, and March 31, 2026, 46 people completed the course.

Throughout the reporting period, the ATIP Coordinator provided advice on privacy-related matters as required.

Institutional policies and procedures

The ATIP office implements best practices on an ongoing basis as needs arise. FedDev Ontario’s internal procedures are reviewed regularly to ensure compliance with Treasury Board of Canada Secretariat’s policies and guidelines. Guidelines and procedures are provided to staff as part of the tasking documentation when they are tasked to respond to a privacy request.

Initiatives and projects to improve access to information

In 2025–26, the ATIP Office continued the implementation of a new request processing software. This next-generation software manages the entire lifecycle of an ATIP request from the initial request to final delivery of documents, including request management, correspondence, document management, fee/payment, document review and redaction and reporting. This software will be integral to the successful delivery of ATI services that meet the needs and expectations of Canadians.

Complaints, audits and investigations

There were no complaints received and no audits or investigations undertaken concerning the administration of the Act during this reporting period.

Processing times

The ATIP Office monitors the time to process privacy requests on an ongoing basis using the ATIP requests management software to ensure compliance with established deadlines. The vice-presidents, directors general and the Office of the President are notified as appropriate.

Material privacy breaches

No material privacy breach occurred during this reporting period.

Privacy impact assessment

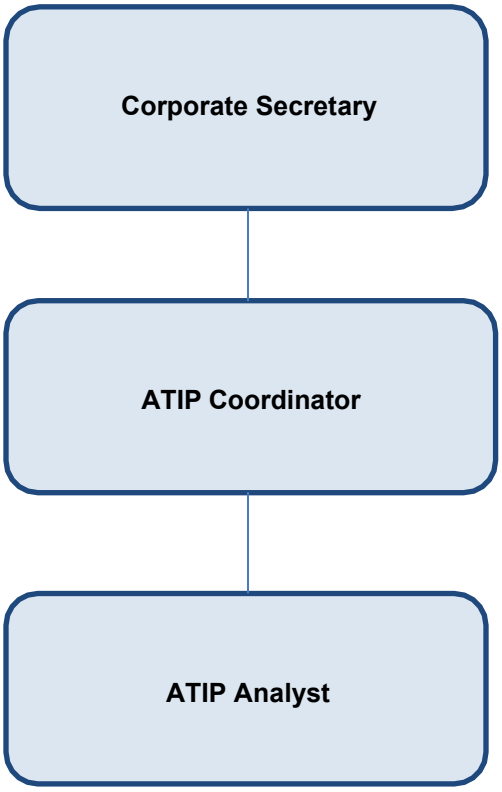
During this reporting period, FedDev Ontario did not initiate any privacy impact assessments and, therefore, no assessments were forwarded to the Office of the Privacy Commissioner.

Disclosure pursuant to paragraph 8(2)(m)

There were no disclosures pursuant to paragraph 8(2)(m) for the period April 1, 2025 to March 31, 2026.

Annex A – Structure of Access to Information and Privacy Office

Access to Information and Privacy Office



Text version of functional chart
From top to bottom, vertically, the functional chart shows that the Corporate Secretary has authority over the ATIP Coordinator, who in turn has authority over the ATIP Analyst.

Annex B – Delegation Order

Federal Economic Development Agency for Southern Ontario / Agence fédérale de développement économique pour le Sud de l'Ontario

Access to Information Act **and** ***Privacy Act*** **Delegation Order**

Arrêté sur la délégation en vertu de la *Loi sur l'accès à l'information* et de la *Loi sur protection des renseignements personnels*

The President of the Federal Economic Development Agency for Southern Ontario, pursuant to section 73 of the *Access to Information Act* and 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 and functions of the President as the head of a government institution, under the sections of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*, la Présidente de 1'Agence fédérale de développement économique pour le Sud de l'Ontario délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par les articles des lois mentionnées en regard de chaque poste. Le présent décret de délégation remplace et annule tout décret antérieur.

Schedule / Annexe

Position / Poste	*Access to Information Act* / and Regulations *Loi sur l'accès à l'information* et règlements	*Privacy Act* and Regulations *Loi sur la protection des renseignements personnels et reglements*
Corporate Secretary / Secrétaire générale	Full authority / Autorité absolue	Full authority / Autorité absolue

and

Access to Information and Privacy Coordinator, Corporate Secretariat / Coordonnateur de l'accès à l'information et de la protection des renseignements personnels, Secrétariat ministériel	Full authority / Autorité absolue	Full authority / Autorité absolue

Dated at the City of Ottawa this day of , 2021

Daté en la ville d'Ottawa ce jour de 2021

Gardiner, Nancy

Digitally signed by Gardiner, Nancy
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Reason: I am approving this document
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Nancy Gardiner, President
Federal Economic Development Agency for Southern Ontario

Nancy Gardiner, Présidente
Agence fédérale de développement économique pour le Sud de l'Ontario

Government of Canada / Gouvernement du Canada

Statistical Report on the *Privacy Act*

Name of institution: Federal Economic Development Agency for Southern Ontario

Reporting period: 2025-04-01 to 2026-03-31

Section 1: Requests under the *Privacy Act*

1.1 Number of requests received

		Number of requests
Received during reporting period		2
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		**2**
Closed during reporting period		2
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	2
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	**2**

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 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**

2.3 Pages released informally

Less than 500 pages released		500-10000 pages released		More than 10000 pages released	
Number of requests	**Pages released**	**Number of requests**	**Pages released**	**Number of requests**	**Pages released**
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	2	0	0	0	0	0	**2**
Request abandoned	0	0	0	0	0	0	0	**0**
Neither confirmed nor denied	0	0	0	0	0	0	0	**0**
Total	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**2**

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	2	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 500 pages processed		500-10,000 pages processed		More than 10,000 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
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**

3.5.3 Relevant minutes processed and disclosed for *audio and video* 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 and video* formats

Disposition	Number of requests	Minutes processed
All disclosed	0	0

Disclosed in part	0	0
All exempted	0	0
All excluded	0	0
Request abandoned	0	0
Neither confirmed nor denied	0	0
Total	**0**	**0**

3.5.5 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	2
Percentage of requests closed within legislated timelines (%)	100

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**

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

	15(a)(i) Interference with operations				15 (a)(ii) Consultation			
Number of extensions taken	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet confidence (Section 70)	External	Internal	15(b) Translation purposes or conversion
0	0	0	0	0	0	0	0	0

6.2 Length of extensions

	15(a)(i) Interference with operations				15 (a)(ii) Consultation			
Length of extensions	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet confidence (Section 70)	External	Internal	15(b) Translation purposes or conversion

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	0	0	0	0	0	0	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							
	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
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							
	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
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 500 pages processed		500-10,000 pages processed		More than 10,000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0
More than 365	0	0	0	0	0	0
Total	**0**	**0**	**0**	**0**	**0**	**0**

8.2 Requests with Privy Council Office

Number of days	Fewer than 500 pages processed		500-10,000 Pages processed		More than 10000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0
More than 365	0	0	0	0	0	0
Total	**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 Programs and activities

Number of existing programs or activities that use personal information that have been substantially modified during the reporting period	0
Number of new programs or new activities that use personal information established during the reporting period	0

10.2 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0
Number of PIA summaries published during the reporting period	0
Number of PIAs for which the risk mitigation measures have been reviewed during the reporting period	0

10.3 Privacy Protocols

Number of privacy protocols completed to establish or modify Personal Information Banks	0

10.4 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**

10.5 Info Source page

Date of the most recent major change to Personal Information Banks on the Info Source page	2019-01-06

Section 11: Social Insurance Number

Number of new programs or activities that collect or use Social Insurance Number	0

Section 12: Privacy breaches

12.1 Material privacy breaches reported

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

12.2 Non-material privacy breaches

Number of non-material privacy breaches	0

Section 13: Privacy training

Number of employees that have completed privacy training during the reporting period	0

Section 14: Resources related to the Privacy Act

14.1 Allocated costs

Expenditures		Amount
Salaries		$27,786
Overtime		$50
Goods and services		$627
• Professional services contracts	$0	
• Other	$627	
Total		**$28,463**

14.2 Human resources

Resources	Person years dedicated to Privacy activities
Full-time employees	0.300
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	**0.300**