

Annual Report on the Administration of the Privacy Act

2024-2025

-



Federal Economic Development
Agency for Northern Ontario

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

Canada

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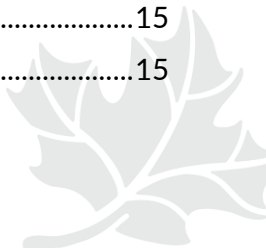
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Introduction

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.

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, among other duties, 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*.

FedNor has no new or pre-existing service agreement under section 73.1 of the *Privacy Act*.

Delegation of authority

A copy of the Delegation Order that was in effect at the end of the reporting period 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 (the ATIP Coordinator).



Performance in 2024-2025

FedNor received no requests under the *Privacy Act* during the reporting period. FedNor's 2024–2025 Statistical Report on the *Privacy Act* is attached as Annex B. Therefore, there is no information to report for the following reporting components prescribed by the Treasury Board of Canada Secretariat (TBS):

- Percentage of responses within legislated timelines
- Number of completed requests
- Number of active requests
- Number of active complaints
- Reasons for extensions
- Consultations completed
- Percentage of requests for which records were all disclosed and disclosed in part

Training and awareness

To date, a total of 67 employees completed the previously mandatory course Access to Information and Privacy Fundamentals offered by the Canada School of Public Service. FedNor will continue to require that all employees complete the course.

Informal briefings were provided to the ATIP Coordinator by a part-time ATIP support officer on the requirements related to the collection, creation, use and retention of personal information.

Policies, guidelines and procedures

FedNor drafted a Privacy Breach Management Process that reflects best practices and provides guidance to employees on how to address privacy breaches. FedNor has also drafted a Privacy Protocol for any program or activity that uses personal information for a non-administrative purpose. The procedures and the privacy protocol will be implemented in the next reporting period.

Initiatives and projects to improve privacy

No such initiatives or projects were implemented since FedNor has never received a privacy request under the *Privacy Act* and collects very little personal information.

Summary of key issues and actions taken on complaints

As FedNor never received or concluded any complaints under the *Privacy Act*, FedNor has no information to report on this subject.



Material privacy breaches

There were no material privacy breaches that had to be reported to the Office of the Privacy Commissioner of Canada or to the TBS during the reporting period.

Privacy impact assessments

FedNor did not complete a privacy impact assessment 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.

Monitoring compliance

In consideration of having received no requests under the *Privacy Act* since becoming a fully independent agency of the Government of Canada, FedNor has not developed any strategies to control delays in processing requests.

FedNor uses the [Security Requirement Check List \(SRCL\)](#) form for contracts involving personal information. The form supports compliance by ensuring that contractors and employees handling personal information meet security standards and privacy protection requirements.

Therefore, no monitoring was conducted during the reporting period to ensure that appropriate privacy protections were included in service contracts.

FedNor has no information sharing agreement or arrangement in place.



Annex A: Delegation of ATIP authority

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 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.

Schedule / Annexe

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



Annex B : Annual statistical report on the Privacy Act

Name of institution: Federal Economic Development Agency for Northern Ontario

Reporting period: 2024-04-01 to 2025-03-31

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 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
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
Telephone	0
Facsimile	0
Total	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 released		100–500 pages released		501–1000 pages released		1001–5000 pages released		+ 5000 pages 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
Total	0	0	0	0	0	0	0	0

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, e-record and dataset formats

# of pages processed	# of pages disclosed	# 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		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
Total	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
Total	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

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
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

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 legislated timelines	Principal reason			
	Interference with operations or workload	External consultation	Internal consultation	Other
0	0	0	0	0

3.7.2 Requests closed beyond legislated timelines (including any extensions 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 Subsection 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			
	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 extensions 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
31 days or greater	0	0	0	0
Total	0	0	0	0

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

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
Total	0	0	0	0	0	0	0	0

7.3 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendations	Number of days required to complete consultation requests							
	1–5 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
Total	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
Total	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
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	0
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Section 12: Resources related to the Privacy Act

12.1 Allocated costs

Expenditures		Amount
Salaries		\$19,159
Overtime		\$0
Goods and services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$19,159

12.2 Human resources

Resources	Person years dedicated to access to information activities
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
Total	0.133

