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Economic Development Canada

Innovation, Sciences et
Développement économique Canada



2019-2020

Annual Report on the *Privacy Act*

Canada 

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Introduction

Purpose

The *Privacy Act* (Revised Statutes of Canada, Chapter A-1, 1985) 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 to 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 individuals 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 this 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 Innovation, Science and Economic Development Canada administered its responsibilities for the reporting period.

Institutional Mandate

ISED helps Canadian businesses grow, innovate and expand so they can create good-quality jobs and wealth for Canadians. It also supports science research and the integration of scientific considerations into investment and policy choices. The Department helps small businesses grow through trade and innovation and promotes increased tourism in Canada. The Department also works to position Canada as a global centre for innovation where investments support clean and inclusive growth, the middle class prospers through more job opportunities and companies become global leaders.

ISED's efforts focus on improving conditions for investment, supporting science, helping small and medium-sized businesses grow, building capacity for clean and sustainable technologies and processes, increasing Canada's share of global trade, promoting tourism, and building an efficient and competitive marketplace.

ISED supports four Ministers:

- The Minister of Innovation, Science and Industry;
- The Minister of Economic Development and Official Languages;
- The Minister of Small Business, Export Promotion and International Trade; and
- The Minister for Women and Gender Equality and Rural Economic Development.

The Department also supports one Deputy Minister and one Associate Deputy Minister.

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

Organizational Structure

Access to Information and Privacy (ATIP) Services is part of the Office of the Corporate Secretary (OCS) of ISED. The team has a complement of 10 employees consisting of one director, two managers and seven advisors, all of whom are dedicated to processing Access to Information and Privacy requests, as well as related functions (e.g. policy, training and outreach). Additionally, the team is also supported by three students, engaged in various administrative and case management activities.

Staffing levels continue to be affected by the high attrition of full-time, qualified employees—a trend that continues to impact the entire federal ATIP community. Efforts to engage additional staff are ongoing.

ATIP Services is responsible for the implementation and management of programs and services relating to the administration of the *Access to Information Act* and the *Privacy Act* for the Department. Specifically, ATIP Services makes decisions on the disposition of access and privacy requests; promotes awareness of the legislation to ensure departmental responsiveness to statutory obligations; monitors and advises on departmental compliance with the Acts, regulations, procedures and policies; and represents ISED on ATIP matters when dealing with the Treasury Board of Canada Secretariat, the Information Commissioner of Canada, the Privacy Commissioner of Canada, the Privy Council Office and other government institutions. ATIP Services is also responsible for consulting with other federal departments and third parties with respect to ATIP requests received.

The Director of ATIP Services is responsible for the development, coordination and implementation of effective policies, guidelines and procedures to manage the Department's compliance with the Acts. The administration of the legislation within the Department is managed by ATIP Services, but is also facilitated at the sector, branch and regional office levels. Each sector and corporate branch has an ATIP Liaison Officer (reporting to an Assistant Deputy Minister, Executive Director, etc.) who coordinates activities and provides guidance on the administrative processes and procedures of the Acts. ATIP Services, which is located in Ottawa, responds to all formal requests submitted to the Department under both Acts.

Section 73.1(1) of the *Privacy Act* permits institutions reporting to the same Minister to enter into agreements with each-other for the purpose of sharing ATIP resources and capacity; however, to-date, ISED has not entered into any such agreements with its affiliated portfolio organizations.

Delegation of Authority

The current ATIP Delegation Order was approved in June 2016. Pursuant to section 73 of the Acts, the Minister has delegated full authority to the Corporate Secretary and the Director and Managers of ATIP Services. The designation of the Corporate Secretary position is for the purposes of providing strategic support and advice to the executive management of the Department concerning ATIP issues, if and when required. For all daily ATIP activities and operations, the Director and the Managers of ATIP Services exercise full responsibility (see Appendix B).

Performance

The department's mandate is focused on Canadian businesses. Departmental programs and initiatives assist in building a more productive, competitive and knowledge-based economy for Canada. As such, there are few privacy requests or privacy-related issues.

A summarized statistical report on *Privacy Act* requests processed from April 1, 2019 to March 31, 2020, is found at Appendix A of this report. An explanation and interpretation of the information contained in the statistical report is contained in this Annual Report.

Responses Within Legislated Timelines

During 2019-2020, 38 Privacy requests were brought to conclusion. Of these 38 requests, 33 were concluded within legislated timelines, resulting in on-time performance of 87%—slightly better than last year's on-time performance of 84%.

Multi-year Trends

ISED received a total of 39 Privacy requests in 2019-2020. This represents a 19% decrease compared to the 48 requests received during the previous year. In addition to the 39 new requests received, six incomplete requests were carried-over from the previous year, for a total caseload of 45 requests. Of the total 45 requests, 38 were closed during the reporting period, and seven were carried forward to the next year.

As in the previous year, ISED received no Privacy Consultations from other federal or non-federal institutions in this reporting period.

The volume of pages processed totaled 7,909 pages – an increase of 46% over last year's processed page count of 5,401. Of the current 7,909 page count, 4,292 pages were disclosed in part or in full, while the balance was either entirely exempt or excluded in keeping with legislative requirements.

Completion Times for Closed Requests

The 38 Privacy requests closed by ISED during the reporting period were completed within the following timeframes:

- 14 within 1 to 15 days (37%);
- 15 within 16 to 30 days (39%);
- 5 within 31 to 60 days (13%);
- 0 within 61 to 120 days (0%);
- 3 within 121 to 180 days (8%);
- 0 within 181 to 365 days (0%); and
- 1 within 366 or more days (3%).

Disposition of Requests

The disposition of the 38 completed *Privacy Act* requests is as follows:

- 3 were fully disclosed (8%);
- 18 were disclosed in part (47%);
- 3 had no existing records (8%);
- 14 requests were abandoned (37%);
- 0 were all excluded (0%); and
- 0 were all exempted (0%).

Records were fully disclosed for 8% of cases, as compared to 14% in 2018-2019, while 47% were disclosed in part as compared to 35% in the previous year. No records were fully exempted or excluded, as in the previous year.

Nature of Information Requested

The privacy requests processed involved issues related to staffing exercises (such as rating guides and screening processes), performance information, personal comments and bankruptcy files held by the Office of the Superintendent of Bankruptcy. Some information requests also pertained to various types of administrative investigations, such as harassment and grievances.

ISED sees few privacy requests due to the nature of its mandate; therefore, these trends remain unchanged from prior years with no significant new trends being noted.

Limits to the Right of Access – Exemptions and Exclusions

Exemptions in accordance with sections 18 through 28 of the *Privacy Act* were invoked by the Department as outlined in the Annual Statistical Report at Appendix A. Several exempting provisions can be applied to withhold information in response to one request, and these are reported separately in the statistical report. However, the same exempting provision invoked to withhold information more than once within the same request is reported only once in the statistical report.

The statistics demonstrate that ISED invoked only three of the existing exempting provisions throughout the reporting period, which is reflective of the nature of the information held by the Department; these uses were as follows:

- 22 (Law Enforcement and Investigations): five uses;
- 25 (Safety of Individuals): one use; and
- 26 (Personal Information of Other Individuals): 14 uses.

Exclusions provided for within the Act pertain to information that is publicly available or for sale (section 69 of the Act) and information that is in the confidence of Her Majesty's Privy Council for Canada [cabinet confidences] (section 70 of the Act); however, ISED invoked no such exclusions during the reporting period.

Extensions

ISED invoked an extension on one Privacy request during the reporting period, due to unreasonable interference with operations—specifically, due to the high number of pages that required review.

Consultations Completed for Other Institutions

As in the previous year, ISED received no Privacy Consultations from other federal or non-federal institutions in the current reporting period.

COVID-19 Operational Measures

On March 16 2020, ISED requested most employees to telework until further notice, to ensure the safety of its employees. In response, ATIP Services mitigated potential operational impacts by ensuring that analysts could effectively continue processing requests while working from home, by digitizing the greatest possible volume of documents responsive to ATIP requests and importing them into shared drives and case management systems.

Annual Statistical Report

The Treasury Board of Canada Secretariat prescribes requirements for annual statistical reports on the *Privacy Act*, which must comprise part of annual reports to Parliament. ISED's Annual Statistical Report on the *Privacy Act* is attached to this report as Annex A.

Operating Costs

The cost of delivering ISED's Privacy program and services for 2019-2020 was \$28,540, based on salary costs and operating expenses.

Salary costs for 2019-2020 totalled \$27,484. This equates to 0.36 full-time employees, including students, when averaged over the year.

Operating expenses for the year totalled \$1,056 which included case management system licensing, and administrative costs for printing and postage.

Training and Awareness

Enhanced awareness and knowledge of ATIP obligations on the part of departmental officials has shown to improve the quality of responses and ISED's rate of compliance with legal obligations.

Throughout 2019-2020, ATIP Services delivered numerous training and awareness sessions to employees across the Department, on both the *Access to Information Act* and the *Privacy Act* (and their requirements).

In total, 23 privacy-related training sessions were delivered to 240 employees, as follows:

- **ATIP Overview Sessions:** A high-level overview of Access to Information and Privacy legislation, associated timelines, processes and the role of the Department, the courts and the Information and Privacy Commissioners of Canada.
 - 18 Sessions, 176 Participants
- **ATIP for Ministers' Offices:** Training for staff of Ministers' Offices, providing a high-level overview of legislative requirements, certain court rulings and interpretations, and how the ATIP function works within the Department.
 - 4 Sessions, 40 Participants
- **In-depth Privacy Awareness Training:** A presentation focusing on the *Privacy Act*, including legislative requirements, definitions and coaching on the suggested employee conduct necessary for compliance.
 - 1 Session, 24 Participants

Policies, Guidelines, Procedures and Initiatives

To improve the administration of the ATIP program, and to ensure that TBS ATIP policies are respected and implemented, ATIP Services regularly develops and updates various internal guidelines, procedures, and business practices. Specifically, the Department designed and distributed the following new policies, guidelines and procedural documents during 2019-2020:

- Privacy Breach Management Tool Kit; and
- Protocol for Searching Encrypted Email Folders for ATIP Requests.

ATIP Services continued to enhance its Intranet site—where all departmental employees can access plans, reports, acts, regulations, policies, directives, procedures and checklists in one convenient area, such as the aforementioned products.

A lean-and-evergreen culture was also maintained through a continuous review of existing processes and through eliminating administrative tasks that it was no longer practical to retain. These activities help to ensure that a higher-level of compliance and performance is continually sought after, while maintaining more efficient communications with clients and stakeholders.

Finally, the Department worked toward the replacement of its existing ATIP case management system with a more modern and efficient system. Procurement activities took place in the first half of the year, with installation and configuration taking place between December 2019 and March 2020. Full implementation of the new case management system occurred at the beginning of 2020-2021.

Key Issues and Actions Taken on Complaints

Applicants have the right to register a complaint with the Office of the Privacy Commissioner of Canada regarding any matter relating to the processing of their requests, and several complaints can be linked to the same request.

The department received two complaints during the reporting period, one with respect to a delay and one with respect to both a delay and an extension of unreasonable length. No complaints were received in the previous year.

The Privacy Commissioner of Canada concluded both of the aforementioned complaint investigations during the reporting period. The complaint on the delayed response was well-founded; the other was discontinued.

No court challenges were received during the reporting period, relating to the *Privacy Act*, and no audits were conducted relating to the administration of privacy legislation.

Monitoring Compliance

With respect to monitoring the processing time of requests, ATIP Services has continued the following business practices:

- Managers regularly review and monitor the status of access requests using the ATIP case management system;
- Managers regularly review the status of consultation processes on access requests using the ATIP case management system;
- Managers conduct weekly operational meetings with staff to review work plans and establish priorities; and
- Managers report weekly to the Director on requests to be closed as well as on-time compliance.

Material Privacy Breaches

One material breach of privacy occurred during the reporting period, in which ISED inadvertently transmitted personal information, via email, to an unintended party. The breach was exacerbated through a lack of adherence to Departmental protocols requiring the use encryption when transmitting sensitive personal information.

The breach was reported to the Office of the Privacy Commissioner of Canada on January 8, 2020, which concluded the breach resulted due to a systemic issue. The business area responsible for the privacy breach extended complimentary credit monitoring services for one year to the affected individual, and implemented measures within the unit to mitigate future occurrences of the same type of breach.

Privacy Impact Assessments

No Privacy Impact Assessments were conducted by ISED during the reporting period in respect of new or substantially modified program activities where personal information is used.

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.

ISED made no such disclosures during the reporting period.

ANNEX A

Annual Statistical Report to the TBS



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Privacy Act*

Name of institution: Innovation, Science and Economic Development Canada

Reporting period: 2019-04-01 to 2020-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests

| | Number of Requests |
|--|--------------------|
| Received during reporting period | 39 |
| Outstanding from previous reporting period | 6 |
| Total | 45 |
| Closed during reporting period | 38 |
| Carried over to next reporting period | 7 |

Section 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

| Disposition of Requests | Completion Time | | | | | | | Total |
|---------------------------------|-----------------|------------------|------------------|----------------------|--------------------|-----------------------|--------------------------|-----------|
| | 1 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 | |
| All disclosed | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 3 |
| Disclosed in part | 0 | 9 | 5 | 0 | 3 | 0 | 1 | 18 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No records exist | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 3 |
| Request abandoned | 12 | 2 | 0 | 0 | 0 | 0 | 0 | 14 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 14 | 15 | 5 | 0 | 3 | 0 | 1 | 38 |

2.2 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) | 5 | 24(b) | 0 |
| 19(1)(d) | 0 | 22(1)(c) | 0 | 25 | 1 |
| 19(1)(e) | 0 | 22(2) | 0 | 26 | 14 |
| 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 | | |

2.3 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 |

2.4 Format of information released

| Paper | Electronic | Other |
|-------|------------|-------|
| 4 | 7 | 10 |

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

| Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 7906 | 4292 | 35 |

2.5.2 Relevant pages processed and disclosed 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 | |
|------------------------------|----------------------------------|--------------------|----------------------------|--------------------|-----------------------------|--------------------|------------------------------|--------------------|-----------------------------------|--------------------|
| | 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 |
| All disclosed | 3 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 7 | 189 | 9 | 2042 | 1 | 768 | 1 | 1193 | 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 | 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 24 | 289 | 9 | 2042 | 1 | 768 | 1 | 1193 | 0 | 0 |

2.5.3 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 | 1 | 1 |
| 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 | 1 | 1 |

2.6 Closed requests

2.6.1 Number of requests closed within legislated timelines

| | Requests closed within legislated timelines |
|---|---|
| Number of requests closed within legislated timelines | 33 |
| Percentage of requests closed within legislated timelines (%) | 87 |

2.7 Deemed refusals

2.7.1 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 |
| 5 | 5 | 0 | 0 | 0 |

2.7.2 Requests 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 Timelines Where an Extension Was Taken | Total |
|--|--|---|-------|
| 1 to 15 days | 0 | 0 | 0 |
| 16 to 30 days | 0 | 0 | 0 |
| 31 to 60 days | 1 | 0 | 1 |
| 61 to 120 days | 0 | 0 | 0 |
| 121 to 180 days | 3 | 0 | 3 |
| 181 to 365 days | 0 | 0 | 0 |
| More than 365 days | 0 | 1 | 1 |
| Total | 4 | 1 | 5 |

2.8 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 3: 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 4: Requests for Correction of Personal Information and Notations

| Disposition for Correction Requests Received | Number |
|--|----------|
| Notations attached | 0 |
| Requests for correction accepted | 4 |
| Total | 4 |

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

| Number of requests where an extension was 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 Confidence Section (Section 70) | External | Internal | |
| 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

5.2 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 Confidence Section (Section 70) | External | Internal | |
| 1 to 15 days | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 days | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 days or greater | | | | | | | | 0 |
| Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Section 6: Consultations Received From Other Institutions and Organizations

6.1 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 to the next reporting period | 0 | 0 | 0 | 0 |

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

| Recommendation | Number of Days Required to Complete Consultation Requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 1 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 | |
| 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 |
| 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 |

6.3 Recommendations and completion time for consultations received from other organizations

| Recommendation | Number of days required to complete consultation requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 1 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 | |
| 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 |
| 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 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

| Number of Days | Fewer Than 100 Pages Processed | | 101-500 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 |

7.2 Requests with Privy Council Office

| Number of Days | Fewer Than 100 Pages Processed | | 101–500 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 8: Complaints and Investigations Notices Received

| Section 31 | Section 33 | Section 35 | Court action | Total |
|------------|------------|------------|--------------|-------|
| 2 | 1 | 2 | 0 | 5 |

Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)

9.1 Privacy Impact Assessments

| | |
|----------------------------|---|
| Number of PIA(s) completed | 0 |
|----------------------------|---|

9.2 Personal Information Banks

| Personal Information Banks | Active | Created | Terminated | Modified |
|----------------------------|--------|---------|------------|----------|
| | 17 | 0 | 0 | 0 |

Section 10: Material Privacy Breaches

| | |
|---|---|
| Number of material privacy breaches reported to TBS | 1 |
| Number of material privacy breaches reported to OPC | 1 |

Section 11: Resources Related to the *Privacy Act*

11.1 Costs

| Expenditures | | Amount |
|-----------------------------------|---------|-----------------|
| Salaries | | \$27,484 |
| Overtime | | \$0 |
| Goods and Services | | \$1,056 |
| • Professional services contracts | \$0 | |
| • Other | \$1,056 | |
| Total | | \$28,540 |

11.2 Human Resources

| Resources | Person Years Dedicated to Privacy Activities |
|----------------------------------|--|
| Full-time employees | 0.31 |
| Part-time and casual employees | 0.00 |
| Regional staff | 0.00 |
| Consultants and agency personnel | 0.00 |
| Students | 0.05 |
| Total | 0.36 |

Annex B

Delegation of ATIP Authority

Delegation in effect at the end of the reporting period

Industry Canada (to be known as Innovation, Science and Economic Development)

Industrie Canada (qui sera connu sous le nom d'Innovation, Sciences et Développement économique)

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 la protection des renseignements personnels

The Minister of Industry Canada, 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 Minister as the head of a government institution, under the section 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*, le Ministre d'Industrie Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire les-dits 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

| <u>Position / Poste</u> | <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> |
|---|--|--|
| Corporate Secretary / Secrétaire général | Full authority / Autorité absolue | Full authority / Autorité absolue |
| Director, Access to Information and Privacy (ATIP) Services / Directeur(trice), Service de l'accès à l'information et à la protection des renseignements personnels (AIPRP) | Full authority / Autorité absolue | Full authority / Autorité absolue |

Manager, ATIP Services /
Gestionnaire, Services de
l'AIPRP

Full authority / Autorité
absolue

Full authority / Autorité
absolue

And / et

Senior Advisor, ATIP
Services / Conseiller (ère)
principal(e), Services de
l'AIPRP

Section / Articles: 7, 8(1), 9,
11(4)(5), 13, 14, 15, 16, 17,
18, 19, 20, 21, 22, 23, 24, 25,
26, 27(1), 68, 69

Section / Articles : 8(1), 14,
15, 19, 20, 21, 22, 23, 24, 25,
26, 27, 28, 69, 70

Dated, at the City of Ottawa
this 10 day of June

, 2016

Daté, en la ville d'Ottawa
ce 10 jour de juin

2016

THE HONOURABLE NAVDEEP SINGH BAINS
MINISTER OF INDUSTRY CANADA
(to be known as Minister of INNOVATION,
SCIENCE AND ECONOMIC DEVELOPMENT)



MINISTRE D'INDUSTRIE CANADA
(identifié comme Ministre d'INNOVATION, SCIENCES
et DÉVELOPPEMENT ÉCONOMIQUE)
L'HONORABLE NAVDEEP SINGH BAINS