

Privacy Act

**Canada Foundation for Innovation
Annual Report to Parliament
April 1, 2010 – March 31, 2011**

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. This report has been prepared in accordance with section 72 of the Privacy Act. The Annual Reports are tabled in Parliament in accordance with section 72 of the Privacy Act.

Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.

The infrastructure funded by the CFI includes state-of-the-art equipment, laboratories, databases, and the buildings necessary to conduct research. CFI-funded infrastructure fosters collaboration among the academic, private, public, and non-profit sectors in a wide range of research projects. Although the CFI is not alone in supporting innovation in Canada, it is the only national organization focused on providing the infrastructure required to conduct research.

The CFI supports national S&T objectives and strengthens Canada's capacity for innovation by:

- supporting economic growth and job creation, as well as health and environmental quality through innovation;
- increasing Canada's capability to carry out important world-class scientific research and technology development;
- expanding research and job opportunities for young Canadians;
- promoting productive networks and collaboration among Canadian postsecondary educational institutions, research hospitals, and the private sector.

2010-2011 Highlights

This marks our fourth year of officially being subject to the *Privacy Act*. From its inception in 1997, the CFI has followed the spirit of the Act with respect to requests for personal information. Thus principles related to accountability and data protection, which are central to the *Privacy Act*, are deeply embedded within the culture at CFI.

The CFI did not receive any requests under the *Privacy Act* during the reporting period.

ATIP Office and Reporting Structure

The Vice-President of Finance and Corporate Services has overall delegated responsibility for the administration of the ATIP laws within CFI. The day-to-day

activities and operations related to the Act are coordinated by the Director of Corporate Services who reports directly to this Vice-President. The Director is assisted by the Manager of Administration and by an external consultant, who has expertise on Access and Privacy issues within the context of the research environment. Effectively, these CFI officials collaborate part-time to manage a small ATIP office with the following role and mandate:

- responding to formal Privacy requests and consultations;
- promoting awareness of the Act within the CFI through timely communications, training sessions, new staff orientation sessions, regular staff meeting updates and individual consultations;
- ensuring compliance with the Act by developing and implementing effective policies and guidelines;
- developing expertise through formal training opportunities, attending ATIP community events and conferences and establishing network contacts;
- representing the CFI on all official *Privacy Act* business including liaison with the Privacy Commissioner and the Treasury Board Secretariat; and
- completing annual reports to Parliament, annual statistics and updates to the Info Source publications.

Delegation Orders

The President of CFI has delegated certain of his *Privacy Act* responsibilities to the aforementioned ATIP officials. The specific level of authority delegated to each official is presented in the table found in Annex A.

Statistical Report and Interpretation

The CFI did not receive any requests under the *Privacy Act* in 2010-2011. Since this represents the fourth year that the CFI has been subject to the Act, and as CFI had no privacy requests, we do not have any data for trend analysis or for levels of activity comparison. Nevertheless, we are pleased to present a copy of the CFI statistical report which can be found in Annex B. We are also pleased to provide our comments about these statistics.

Each year the CFI reviews between 500-1200 research infrastructure proposals, depending on our funding program schedule. In 2010-2011, we received just under 520 infrastructure proposals. Although these proposals are submitted to the CFI by institutions, each proposal contains personal information belonging to one or more researchers affiliated with the applicant institution. The CFI Board makes funding decisions on all proposals using, among other criteria, the candid written opinions of experts whose identities are not revealed to the applicants. At first glance, it would appear extraordinary that this process has not resulted in at least a few requests under the *Privacy Act*. However, the CFI believes that the low request rate is attributable in some measure to our proactive approach to disclosure. Since its inception, it has been the CFI's practice to provide applicants with full and timely feedback informally without waiting for requests for the information. All funding decisions and written expert reports are released to the institutions within a few days of our Board meeting.

Total costs associated with all aspects of administering the *Privacy Act* are estimated to be \$6,005. This includes salary costs of \$5,220 and administration costs of \$785. The majority of activities identified for estimating these costs include:

- the time spent by CFI ATIP office in training, administrative work, internal consultations and networking;
- the time spent by other CFI employees in training, orientation and consultations; and
- ATIP consultation;

Employee resources associated with administering the Act for 2010-20011 is estimated to be 0.07 of a full-time equivalent.

Privacy Impact Assessments

The CFI did not initiate any Privacy Impact Assessments (PIA) or Preliminary Privacy Impact Assessments (PPIA) during the reporting period, thus no assessments were sent to the Office of the Privacy Commissioner.

Data matching and Data Sharing Activities

The CFI did not establish any new systems or processes which lead to data matching or the sharing of personal information during the reporting period.

Education and Training Activities

The CFI delivered an in-house training and awareness session specially focused for approximately eight Program's staff who regularly deal with personal information found in research proposals and expert reviews. In addition, an overview of ATIP principals was offered to approximately 20 new employees as part of their orientation presentation. ATIP office personnel also participated in a number of community meetings.

Institutional Changes

There were no significant changes to the institution's organization, programs, operations or policies during this reporting period.

Privacy Policies

The CFI did not introduce any significant new access to information policies during this reporting period. However, we have been revising existing privacy information statements and literature that is targeted at researchers and institutions who apply to the CFI for funding. Likewise we have updated our ATIP information statements that are on our corporate website.

Complaints and Investigations

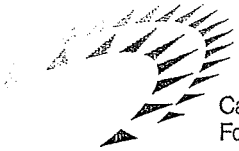
There were no complaints made to the Privacy Commissioner about CFI during this reporting period.

Privacy Impact Assessment (PIA)

The CFI did not complete any privacy impact assessments during this reporting period.

Personal Information Disclosures

The CFI did not disclose personal information pursuant to subsections 8(2)(m).



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DESIGNATION ORDER

Privacy Act

The designated Head of the Canada Foundation for Innovation pursuant to section 73 of the Privacy Act*, hereby designates the persons holding the positions set out in the schedule attached hereto to exercise the powers and functions of the head of the institution under the sections of the Act set out in the schedule opposite each position.

Dr. Gilles Patry, President & CEO, CFI

Date : June 17, 2011

* S.C. 1980-82, c.111

**Canada Foundation for Innovation
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**Schedule – Privacy Act Delegation Order
Annexe – Ordonnance de délégation des pouvoirs du CRSNG relative
à la Loi sur la protection des renseignements personnels**

Section or subsection of the Act / Article ou paragraphe de la Loi	Manager, Administration / Gestionnaire, Administration	Director, Corporate Services / Directeur, Gestion	Vice-President, Finance & Corporate Services / Vice-présidente, Finances et gestion
8(2)(j)	X	X	X
8(2)(m)	X	X	X
8(4)	X	X	X
8(5)	X	X	X
9(1)	X	X	X
9(4)	X	X	X
10	X	X	X
14	X	X	X
15	X	X	X
17(2)(b)	X*	X	X
17(3)(b)	X*	X	X
18(2)	X	X	X
19(1)	X*	X	X
19(2)	X	X	X
20	X*	X	X
21	X*	X	X
22	X*	X	X
22.3	X*	X	X
23	X	X	X
24	X	X	X
25	X*	X	X
26	X	X	X
27	X	X	X
28	X*	X	X
31	X	X	X
33(2)	X	X	X
35(1)	X	X	X
35(4)	X	X	X
36(3)	X	X	X
37(3)	X	X	X
51(2)(b)	X	X	X
51(3)	X	X	X
72(1)	X	X	X

Section or subsection of the Privacy Regulations / Article ou paragraphe du règlement sur la protection des renseignements personnels	Manager, Administration / Gestionnaire, Administration	Director, Corporate Services / Directeur, Gestion	Vice-President, Finance & Corporate Services / Vice-présidente, Finances et gestion
9	X	X	X
11(2)	X	X	X
11(4)	X	X	X
13(1)	X	X	X
14	X	X	X

* Indicates that Manager, Administration may sign under this provision with approval of the President or other senior designates

* Indique que le gestionnaire, Administration peut signer des documents en vertu de ces dispositions avec l'approbation du président ou d'autres cadres désigné

REPORT ON THE PRIVACY ACT
 RAPPORT CONCERNANT LA LOI SUR LA PROTECTION
 DES RENSEIGNEMENTS PERSONNELS

Institution Canada Foundation for Innovation	Reporting period / Période visée par le rapport April 1, 2010 to March 31, 2011
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I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels	
Received during reporting period / Reçues pendant la période visée par le rapport	0
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	0
Completed during reporting period / Traitées pendant la période visée par le rapport	0
Carried forward / Reportées	0

II Disposition of request completed / Disposition à l'égard des demandes traitées	
1. All disclosed / Communication totale	0
2. Disclosed in part / Communication partielle	0
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0
5. Unable to process / Traitement impossible	0
6. Abandoned by applicant / Abandon de la demande	0
7. Transferred / Transmission	0
TOTAL	0

III Exemptions invoked / Exceptions invoquées	
S. Art. 18(2)	0
S. Art. 19(1)(a)	0
(b)	0
(c)	0
(d)	0
S. Art. 20	0
S. Art. 21	0
S. Art. 22(1)(a)	0
(b)	0
(c)	0
S. Art. 22(2)	0
S. Art. 23 (a)	0
(b)	0
S. Art. 24	0
S. Art. 25	0
S. Art. 26	0
S. Art. 27	0
S. Art. 28	0

IV Exclusions cited / Exclusions citées	
S. Art. 69(1)(a)	0
(b)	0
S. Art. 70(1)(a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0

V Completion time / Délai de traitement	
30 days or under / 30 jours ou moins	0
31 to 60 days / De 31 à 60 jours	0
61 to 120 days / De 61 à 120 jours	0
121 days or over / 121 jours ou plus	0

VI Exemptions / Prorogations des délais		
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations	0	0
Consultation	0	0
Translation / Traduction	0	0
TOTAL	0	0

VII Translations / Traductions	
Translations requested / Traductions demandées	0
Translations prepared / Traductions préparées	0
English to French / De l'anglais au français	0
French to English / Du français à l'anglais	0

VIII Method of access / Méthode de consultation	
Copies given / Copies de l'original	0
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

IX Corrections and notation / Corrections et mention	
Corrections requested / Corrections demandées	0
Corrections made / Corrections effectuées	0
Notation attached / Mention annexée	0

X Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 5220
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 785
TOTAL	\$ 6005
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.07

