



Privacy Act

Canada Foundation for Innovation
Annual report to Parliament

April 1, 2021– March 31, 2022

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 to provide individuals with a right of access to that information. The Canada Foundation for Innovation's (CFI) annual reports are prepared and tabled in Parliament in accordance with section 72 of the Privacy Act.

Created by the Government of Canada in 1997, the 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 buildings necessary to conduct research. This infrastructure fosters collaboration among the academic, private, public and non-profit sectors on a wide range of research projects and across many disciplines. Although the CFI is not alone in supporting innovation in Canada, it is the country's leading funding organization dedicated exclusively to supporting advanced research infrastructure.

2021–22 HIGHLIGHTS

The CFI became subject to the Privacy Act in 2007 and received its first privacy request in 2011–12. 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 CFI culture.

The CFI received two requests under the Privacy Act during this reporting period.

ACCESS TO INFORMATION AND PRIVACY (ATIP) OFFICE AND REPORTING STRUCTURE

The Vice-President of Finance and Corporate Services has overall delegated responsibility for the administration of the Privacy Act 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 in 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 liaising with the Privacy Commissioner and the Treasury Board Secretariat; and,

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- Completing annual reports to Parliament, annual statistics and updates to the Info Source publications.

During the reporting period, there were no service agreements under section 73.1 of the Privacy Act to which the CFI was party.

DELEGATION ORDERS

The President and CEO of the CFI has delegated certain 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

As mentioned, the CFI received two requests under the Act in 2021–22. This represents the 14th year that the CFI has been subject to the Act. During this time, the organization has only received six privacy requests to date: two in 2011–12 and two in 2012–13. The CFI is pleased to present a copy of the CFI statistical report for 2021–22, which can be found in Annex B, and to provide our comments about these statistics.

Each year, the CFI reviews between 500 and 1,200 research infrastructure proposals, depending on its funding program schedule. In 2021–22, the CFI received approximately 618 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 each year under the Act. However, this has not been the case and the CFI believes that the low request rate is attributable in some measure to its proactive approach to disclosure. Since its inception, it has been the CFI's practice to informally provide applicants with full and timely feedback instead of waiting for formal requests for information. All funding decisions and written expert reports are released to the institutions within a few days of a Board decision.

The two privacy requests received were submitted by the public and the CFI response for each request was completed during this reporting period. Both requests were completed within 15 days. In both cases, there were no responsive records.

Total costs associated with all aspects of administering the Act are estimated to be \$13,832. This year's costs include salaries of \$5,032 and goods and services of \$8,800. There were three CFI employees and one consultant dedicated part-time to privacy activities during 2021–2022.

COVID-19 related measures had no impact on the CFI's ability to fulfill its Privacy Act responsibilities.

EDUCATION AND TRAINING ACTIVITIES

The CFI provides an overview of ATIP principles to all new CFI employees as part of our orientation documentation. During the last year, the CFI did not organize any corporate-wide ATIP training sessions since most staff had participated in one or more training sessions from previous years. ATIP staff is always available to all CFI employees for consultation and

assistance. As part of our ongoing training, the ATIP office personnel participates in ATIP community meetings.

PRIVACY POLICIES

The CFI did not introduce any significant new privacy policies during this reporting period. However, we continue to review and update our privacy information on our website pages annually. This information is targeted at researchers and institutions who apply to the CFI for funding, and to reviewers and the general public.

COMPLAINTS AND INVESTIGATIONS

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

PRIVACY REQUESTS PROCESSING TIME MONITORING

The Director of Corporate Services tracks and records the time required to process each Privacy request as well as the elapsed time to complete the request. This is done individually for each request and timely status updates are reported to the Vice-President of Finance and Corporate Services as the requests are being processed. Updates are presented at each Board meeting on the Privacy requests completed since the last Board meeting, as well as the date of completion. The Director of Corporate Services compiles all individual Privacy request processing times and reviews this annually with the Vice-President of Finance and Corporate Services before completing the annual statistical report (see Annex B).

To date, the CFI has not received any requests for the correction of personal information. However, if a request for correction of personal information was to be received, it would follow the same process described above for monitoring and reporting a Privacy request.

Since there were no Privacy requests during this reporting period, the CFI did not have any monitoring to conduct.

MATERIAL PRIVACY BREACHES

No material privacy breaches occurred during this reporting period.

PRIVACY IMPACT ASSESSMENT (PIA)

The CFI did not complete any privacy impact assessments in 2021–22. A summary of PIA(s) completed in the past can be found on the CFI website at: <https://www.innovation.ca/access-information-privacy-acts/summaries-completed-privacy-impact-assessments-pias>

The CFI completed a privacy protocol assessment (PPA) in 2021-22. This PPA was on the self-identification information on equity, diversity and inclusion collected by the CFI from researchers and reviewers.

PERSONAL INFORMATION DISCLOSURES

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

ANNEX A
Privacy Act Delegation Order

Canada Foundation for Innovation / Fondation canadienne pour l'innovation

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 and 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 and 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 the 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



President and CEO : Président-directeur général

DESIGNATION ORDER

Access to Information Act

The designated Head of the Canada Foundation for Innovation, pursuant to section 73 of the Access to Information 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.

Roseann Runte

Dr. Roseann Runte,
President & CEO, CFI

Date: *August 2, 2017*

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

ANNEX B

Statistical Report on the Privacy Act

Statistical Report on the *Privacy Act*

Name of institution: Canada Foundation for Innovation

Reporting period: 4/1/2021 to 3/31/2022

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

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	0	0	0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

3.5.2 Relevant pages processed by request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	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	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

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 formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number 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

Number of Minutes Processed	Number of Minutes Disclosed	Number 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		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number 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

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

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 Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100–500 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 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	57	0	0	0
Central	0	0	0	0
Total	57	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		\$5,032
Overtime		\$0
Goods and Services		\$8,800
• Professional services contracts	\$8,800	
• Other	\$0	
Total		\$13,832

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.032
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.041
Students	0.000
Total	0.073

Note: Enter values to three decimal places.



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1100-55 Metcalfe St.

Ottawa ON K1P 6L5

Tel 613.947.6496

Fax 613.943.0227

100-55 rue Metcalfe

Ottawa ON K1P 6L5

Tél 613.947.6496

Télééc 613.943.0227