

# INNOVATION

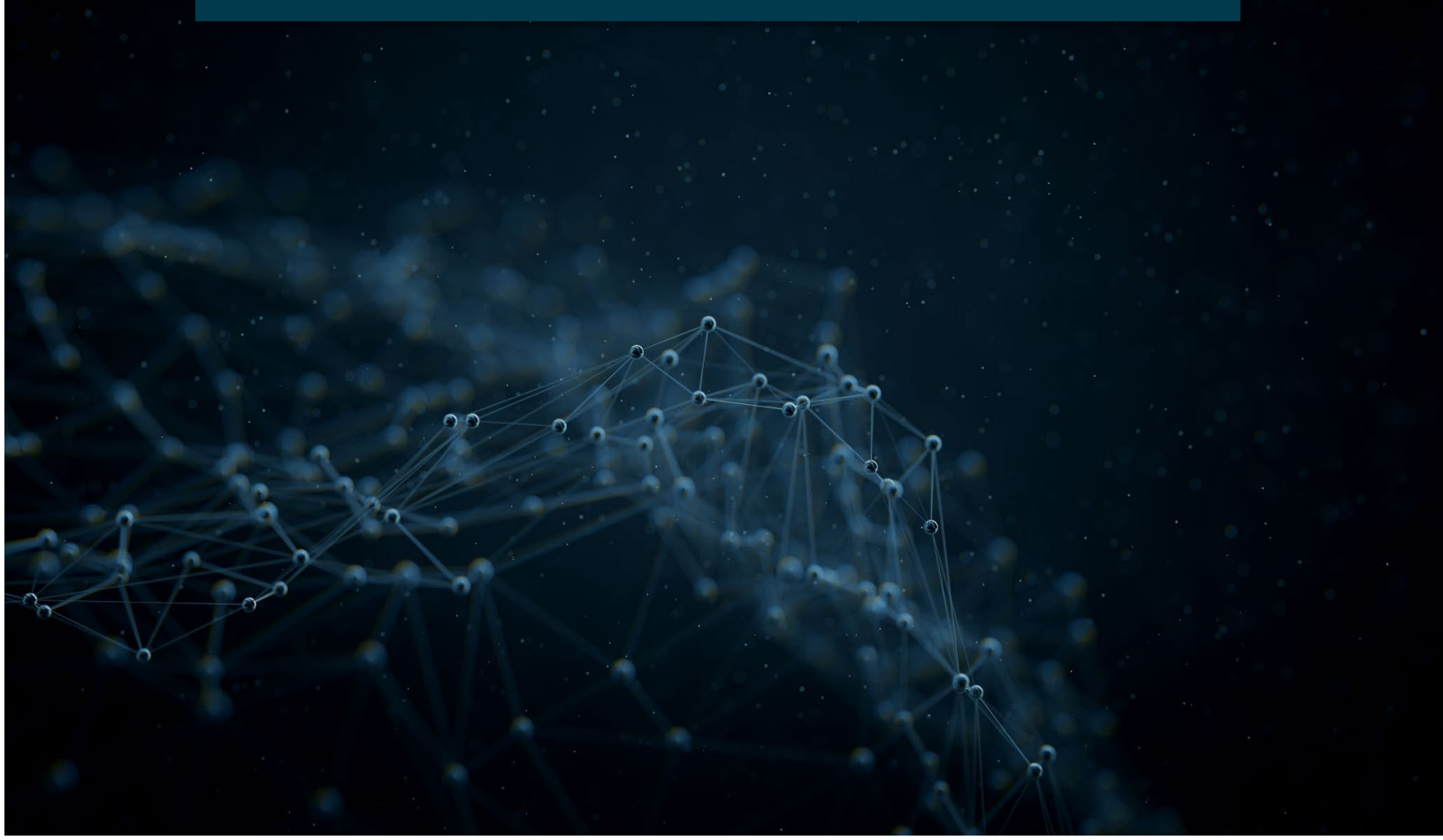
Canada Foundation  
for Innovation

Fondation canadienne  
pour l'innovation

# Privacy Act

Canada Foundation for Innovation  
Annual report to Parliament

April 1, 2024–March 31, 2025



## 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.

## 2024–25 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 did not receive any requests under the Privacy Act during this reporting period. There were no active privacy requests at the end of fiscal 2024–25.

## 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. 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,
- 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 did not receive any privacy requests under the Act in 2024–25. This represents the 18th 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, two in 2012–13 and two in 2021–22. The CFI is pleased to present a copy of the CFI statistical report for 2024–25, 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 2024–25, the CFI received approximately 660 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 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.

Total costs associated with all aspects of administering the Act are estimated to be \$2,590. There were five CFI employees dedicated part-time to privacy activities during 2024–25.

## 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 are always available to all CFI employees for consultation and assistance. As part of our ongoing training, the ATIP office personnel participate in ATIP community meetings.

## Privacy policies

The CFI did not introduce any significant new privacy policies, guidelines or procedures 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. There were no active privacy complaints at the end of fiscal 2024–25.

## 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 2024–25. 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>

## 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 relative  
à la *Loi sur la protection des renseignements personnels*

| Section or subsection of the Act<br>Article ou paragraphe de la Loi | Manager of Administration<br>Gestionnaire de l'administration | Director of Corporate Services<br>Director of Performance, Analytics and Evaluation<br>Senior Evaluation Analyst<br><br>Directeur de la gestion<br>Directeur de la performance, l'analytique et l'évaluation<br>Analyste principal de l'évaluation | Vice President of Finance and Corporate Services<br><br>Vice-présidente des finances et de la gestion |
|---------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 8(2)(j)                                                             | X                                                             | X                                                                                                                                                                                                                                                  | X                                                                                                     |
| 8(2)(m)                                                             | Not delegated<br>Non délégué                                  | Not delegated<br>Non délégué                                                                                                                                                                                                                       | Not delegated<br>Non délégué                                                                          |
| 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                                                                                                     |

## Privacy Act – Annual report 2024–25 – ANNEX A

|          |   |   |   |
|----------|---|---|---|
| 51(2)(b) | X | X | X |
| 51(3)    | X | X | X |
| 72(1)    | X | X | X |

| <b>Section or subsection of the Privacy Regulations</b><br><br><b>Article ou paragraphe du règlement sur la protection des renseignements personnels</b> | <b>Manager of Administration</b><br><br><b>Gestionnaire de l'administration</b> | <b>Director of Corporate Services</b><br><b>Director of Performance, Analytics and Evaluation</b><br><b>Senior Evaluation Analyst</b><br><br><b>Directeur de la gestion</b><br><b>Directeur de la performance, l'analytique et l'évaluation</b><br><b>Analyste principal de l'évaluation</b> | <b>Vice President of Finance and Corporate Services</b><br><br><b>Vice-présidente des finances et de la gestion</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 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 of Administration is authorized to sign, subject to reviewing the decision beforehand with the Director of Corporate Services, the Director of Performance, Analytics and Evaluation, the Senior Evaluation Analyst, the Vice President of Finance and Corporate Services, or the President.

\* Indique que la gestionnaire de l'administration est autorisée à signer, sous réserve de l'examen préalable par le directeur de la gestion, le directeur de la performance, l'analytique et l'évaluation, l'analyste principal de l'évaluation, de la vice-présidente des finances et de la gestion ou du président-directeur général.



## 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.

A handwritten signature in blue ink, appearing to read "S. Charbonneau", is written over a horizontal line.

Dr. Sylvain Charbonneau,  
President & CEO, CFI

Date: Oct. 3, 2024

\* 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: 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 |                    |
| <b>Total</b>                                      |   | <b>0</b>           |
| Closed during reporting period                    |   | 0                  |
| 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       | 0                  |
| E-mail       | 0                  |
| Mail         | 0                  |
| In person    | 0                  |
| Phone        | 0                  |
| Fax          | 0                  |
| <b>Total</b> | <b>0</b>           |

### 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 |          |
| <b>Total</b>                                      |   | <b>0</b> |
| 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                  |
| Phone        | 0                  |
| Fax          | 0                  |
| <b>Total</b> | <b>0</b>           |

2.3 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     |

2.4 Pages released informally

| Less Than 100 Pages Released |                | 100-500 Pages Released |                | 501-1000 Pages Released |                | 1001-5000 Pages Released |                | More Than 5000 Pages Released |                |
|------------------------------|----------------|------------------------|----------------|-------------------------|----------------|--------------------------|----------------|-------------------------------|----------------|
| Number of Requests           | Pages Released | Number of Requests     | Pages Released | Number of Requests      | Pages Released | Number of Requests       | Pages Released | Number 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 |               |               |                |                 |                 |                    |       |
|-------------------------|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
|                         | 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 | 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  | 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, 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

|  | Less Than 100<br>Pages Processed | 100-500<br>Pages Processed | 501-1000<br>Pages Processed | 1001-5000<br>Pages Processed | More Than 5000<br>Pages Processed |
|--|----------------------------------|----------------------------|-----------------------------|------------------------------|-----------------------------------|
|--|----------------------------------|----------------------------|-----------------------------|------------------------------|-----------------------------------|

| Disposition                  | 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                 |
| <b>Total</b>                 | <b>0</b>                       | <b>0</b>          | <b>0</b>                 | <b>0</b>          | <b>0</b>                        | <b>0</b>          |

### 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                 |
| <b>Total</b>                 | <b>0</b>                       | <b>0</b>          | <b>0</b>                 | <b>0</b>          | <b>0</b>                        | <b>0</b>          |

### 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        |
| <b>Total</b>                 | <b>0</b>              | <b>0</b>            | <b>0</b>               | <b>0</b> | <b>0</b> |

### 3.6 Closed requests

#### 3.6.1 Number of requests closed within legislated timelines

|                                                               |   |
|---------------------------------------------------------------|---|
| Number of requests closed within legislated timelines         | 0 |
| Percentage of requests closed within 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 / 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     |

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               |          |          | 15(b)<br>Translation<br>purposes or<br>conversion |
|----------------------------|----------------------------------------------------------|--------------------------|-----------------------------|--------------------------------------|---------------------------------------|----------|----------|---------------------------------------------------|
|                            | Further review<br>required to<br>determine<br>exemptions | Large volume of<br>pages | Large volume of<br>requests | Documents are<br>difficult to obtain | Cabinet<br>Confidence<br>(Section 70) | External | Internal |                                                   |
| Number of extensions taken |                                                          |                          |                             |                                      |                                       |          |          |                                                   |
| 0                          | 0                                                        | 0                        | 0                           | 0                                    | 0                                     | 0        | 0        | 0                                                 |

6.2 Length of extensions

|                      | 15(a)(i) Interference with operations                    |                          |                             |                                      | 15 (a)(ii) Consultation               |          |          | 15(b)<br>Translation<br>purposes or<br>conversion |
|----------------------|----------------------------------------------------------|--------------------------|-----------------------------|--------------------------------------|---------------------------------------|----------|----------|---------------------------------------------------|
|                      | Further review<br>required to<br>determine<br>exemptions | Large volume of<br>pages | Large volume of<br>requests | Documents are<br>difficult to obtain | Cabinet<br>Confidence<br>(Section 70) | External | Internal |                                                   |
| Length of Extensions |                                                          |                          |                             |                                      |                                       |          |          |                                                   |
| 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                                                 |
| 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                         |
| <b>Total</b>                                   | <b>0</b>                                | <b>0</b>                  | <b>0</b>            | <b>0</b>                  |
| 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

[illegible]

### 7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

[illegible]

## Section 8: Completion Time of Consultations on Cabinet Confidences

## 8.1 Requests with Legal Services

[illegible]

## 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               |
| <b>Total</b>   | <b>0</b>                       | <b>0</b>        | <b>0</b>                | <b>0</b>        | <b>0</b>                 | <b>0</b>        | <b>0</b>                  | <b>0</b>        | <b>0</b>                       | <b>0</b>        |

## 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       | 5        | 0        | 0          | 0        |
| Central                    | 0        | 0        | 0          | 0        |
| <b>Total</b>               | <b>5</b> | <b>0</b> | <b>0</b>   | <b>0</b> |

## 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 |
|-----------------------------------------|---|

## Section 12: Resources Related to the Privacy Act

### 12.1 Allocated Costs

| Expenditures                      |     | Amount  |
|-----------------------------------|-----|---------|
| Salaries                          |     | \$2,590 |
| Overtime                          |     | \$0     |
| Goods and Services                |     | \$0     |
| • Professional services contracts | \$0 |         |
| • Other                           | \$0 |         |
| Total                             |     | \$2,590 |

### 12.2 Human Resources

| Resources                        | Person Years Dedicated to Privacy Activities |
|----------------------------------|----------------------------------------------|
| Full-time employees              | 0.016                                        |
| Part-time and casual employees   | 0.000                                        |
| Regional staff                   | 0.000                                        |
| Consultants and agency personnel | 0.000                                        |
| Students                         | 0.000                                        |
| Total                            | 0.016                                        |

Note: Enter values to three decimal places.

