INNOVATION

Canada Foundation for Innovation

Fondation canadienne pour l'innovation

# Privacy Act

Canada Foundation for Innovation
Annual report to Parliament

April 1, 2025 to March 31, 2026



# 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.

During the reporting period, the CFI did not have any wholly owned subsidiaries at any time.

# 2025–26 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 one request under the Privacy Act during this reporting period. There were no active privacy requests at the end of fiscal 2025–26.

# 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 Performance, Analytics and Evaluation who reports directly to the President. The Director is assisted by the Manager of Administration and a Senior Evaluation Analyst. 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.

# Performance 2025–26

As mentioned, the CFI received one privacy request under the Act in 2025–26. This represents the 19th year that the CFI has been subject to the Act. During this time, the organization has only received seven privacy requests to date: two in 2011–12, two in 2012–13, two in 2021–22 and one in 2025–26.

Each year, the CFI reviews between 500 and 1,200 research infrastructure proposals, depending on its funding program schedule. 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.

The request received under the Act was processed during the reporting period and completed within 30 days. No records relevant to the request were identified.

Total costs associated with all aspects of administering the Act are estimated to be $8,122. There were four  CFI employees dedicated part-time to privacy activities during 2025–26.

# 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 2025–26.

# Privacy Requests processing time monitoring

The Director of Performance, Analytics and Evaluation 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 Performance, Analytics and Evaluation 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. 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.

# 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 2025–26. 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><br>Article ou paragraphe de la Loi | Manager of Administration<br><br>Gestionnaire de l'administration | Director of Corporate Services<br>Director of Performance, Anaytics 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 |

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

| **Section or subsection of the Privacy Regulations**<br><br>**Article ou paragraphe du règlement sur la protection des renseignements personnels** | **Manager of Administration**<br><br>**Gestionnaire de l' administration** | **Director of Corporate Services**<br>**Director of Performance, Anaytics 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** |
|---|---|---|---|
| 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.

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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.

S. Charbonneau Date: Oct. 3, 2024

Dr. Sylvain Charbonneau,
President & CEO, CFI

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

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