Privacy Act

Canada Foundation for Innovation
Annual Report to Parliament
April 1, 2011 – March 31, 2012
Introduction

The purpose of the Privacy Act is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information. This report has been prepared in accordance with section 72 of the Privacy Act. The Canada Foundation for Innovation’s (CFI) annual reports are 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 the buildings necessary to conduct research. CFI-funded infrastructure fosters collaboration among the academic, private, public, and non-profit sectors in a wide range of research projects. Although the CFI is not alone in supporting innovation in Canada, it is the only national organization focused on providing the infrastructure required to conduct research.

2011-2012 highlights

This marks our fifth year of officially being subject to the Privacy Act and the first year that the CFI received a privacy request. 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 Act, are deeply embedded within the CFI culture.

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

ATIP office and reporting structure

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

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

Delegation orders

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

Statistical report and interpretation

The CFI received two requests under the Act in 2011-2012. This represents the fifth year that the CFI has been subject to the Act but the first year that the CFI received a privacy request, therefore we do not have historical data that would be meaningful for trend analysis or for levels of activity comparison. Nevertheless, we are pleased to present a copy of the CFI statistical report which can be found in Annex B. We are also pleased to provide our comments about these statistics.

Each year the CFI reviews between 500-1,200 research infrastructure proposals, depending on our funding program schedule. In 2011-2012, we received approximately 550 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 our 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 our Board meeting.

The two privacy requests received were submitted by the public and the CFI response for each request was completed during this reporting period. One of the projects was completed within 15 days the other within 30 days. In one case, the CFI applied the mandatory exemption set out in subsection 26 of the Act which protects personal information about others. In the other case, there were no responsive records.
Total costs associated with all aspects of administering the Act are estimated to be $4,450. This includes salary costs of $4,100 and goods and services costs of $350. There were three CFI employees and one consultant dedicated part-time to privacy activities during 2011-2012.

**Education and training activities**

The CFI provided an overview of privacy principals to approximately 10 new employees as part of their orientation presentation. ATIP office personnel also participated in a number of community meetings.

**Privacy policies**

The CFI did not introduce any significant new privacy policies during this reporting period. However, we have been reviewing, revising and clarifying existing privacy information statements and literature that is targeted at researchers and institutions who apply to the CFI for funding.

**Complaints and investigations**

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

**Privacy impact assessment (PIA)**

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

**Personal information disclosures**

The CFI did not disclose personal information pursuant to subsections 8(2)(m).
<table>
<thead>
<tr>
<th>Section or subsection of the Act / Article ou paragraphe de la Loi</th>
<th>Manager, Administration / Gestionnaire, Administration</th>
<th>Director, Corporate Services / Directeur, Gestion</th>
<th>Vice-President, Finance &amp; Corporate Services / Vice-présidente, Finances et gestion</th>
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<td>X</td>
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<td>X</td>
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<td>Director, Corporate Services / Directeur, Gestion</td>
<td>Vice-President, Finance &amp; Corporate Services / Vice-présidente, Finances et gestion</td>
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</tr>
<tr>
<td>14</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

* 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
DESIGNATION ORDER

Privacy Act

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

Dr. Gilles Patry, President & CEO, CFI

Date: June 17, 2011

* S.C. 1980-82, c.111
# Statistical Report on the *Privacy Act*

**Name of institution:** Canada Foundation for Innovation

**Reporting period:** 01/04/2011 to 31/03/2012

## PART 1 – Requests under the *Privacy Act*

<table>
<thead>
<tr>
<th></th>
<th>Number of Requests</th>
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<tbody>
<tr>
<td>Received during reporting period</td>
<td>2</td>
</tr>
<tr>
<td>Outstanding from previous reporting period</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>2</td>
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<tr>
<td>Closed during reporting period</td>
<td>2</td>
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<tr>
<td>Carried over to next reporting period</td>
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## PART 2 – Requests closed during the reporting period

### 2.1 Disposition and completion time

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<th>Disposition of requests</th>
<th>Completion Time</th>
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<td>1 to 15 days</td>
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<td>0</td>
</tr>
<tr>
<td>Disclosed in part</td>
<td>1</td>
</tr>
<tr>
<td>All exempted</td>
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<tr>
<td>All excluded</td>
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</tr>
<tr>
<td>No records exist</td>
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<td>Request abandoned</td>
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<td><strong>Total</strong></td>
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### 2.2 Exemptions

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<tr>
<th>Section</th>
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<th>Section</th>
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<td>0</td>
<td>23(a)</td>
<td>0</td>
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<td>19(1)(a)</td>
<td>0</td>
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### 2.3 Exclusions

<table>
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<th>Section</th>
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<th>Number of requests</th>
<th>Section</th>
<th>Number of requests</th>
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<td>70(1)(d)</td>
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### 2.4 Format of information released

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<th>Electronic</th>
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</tr>
<tr>
<td>Disclosed in part</td>
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<tr>
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### 2.5 Complexity

#### 2.5.1 Relevant pages processed and disclosed

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<th>Number of pages processed</th>
<th>Number of pages disclosed</th>
<th>Number of requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>All disclosed</td>
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</tr>
<tr>
<td>Disclosed in part</td>
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</tr>
<tr>
<td>All exempted</td>
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<td>0</td>
</tr>
<tr>
<td>Request abandoned</td>
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#### 2.5.2 Relevant pages processed and disclosed by size of requests

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<th>Disposition</th>
<th>Less than 100 pages processed</th>
<th>101-500 pages processed</th>
<th>501-1000 pages processed</th>
<th>1001-5000 pages processed</th>
<th>More than 5000 pages processed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Requests</td>
<td>Pages disclosed</td>
<td>Number of Requests</td>
<td>Pages disclosed</td>
<td>Number of Requests</td>
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<td>0</td>
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2.5.3 Other complexities

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<tr>
<th>Disposition</th>
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<th>Legal Advice Sought</th>
<th>Interwoven Information</th>
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2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

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2.6.2 Number of days past deadline

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<thead>
<tr>
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<th>Number of requests past deadline where no extension was taken</th>
<th>Number of requests past deadline where an extension was taken</th>
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<td>16 to 30 days</td>
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2.7 Requests for translation

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<tr>
<td>French to English</td>
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<td>0</td>
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PART 3 – Disclosures under subsection 8(2)

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**PART 4 – Requests for correction of personal information and notations**

| Requests for correction received | 0 |
| Requests for correction accepted | 0 |
| Requests for correction refused  | 0 |
| Notations attached              | 0 |

**PART 5 – Extensions**

### 5.1 Reasons for extensions and disposition of requests

<table>
<thead>
<tr>
<th>Disposition of requests where an extension was taken</th>
<th>15(a)(i) Interference with operations</th>
<th>15(a)(ii) Consultation</th>
<th>15(b) Translation or conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Section 70</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>All disclosed</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disclosed in part</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>All exempted</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>All excluded</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>No records exist</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Request abandoned</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

### 5.2 Length of extensions

<table>
<thead>
<tr>
<th>Length of extensions</th>
<th>15(a)(i) Interference with operations</th>
<th>15(a)(ii) Consultation</th>
<th>15(b) Translation purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Section 70</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>1 to 15 days</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>16 to 30 days</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td></td>
</tr>
</tbody>
</table>
### 6.1 Consultations received from other government institutions and organizations

<table>
<thead>
<tr>
<th>Consultations</th>
<th>Other government institutions</th>
<th>Number of pages to review</th>
<th>Other organizations</th>
<th>Number of pages to review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received during the reporting period</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Outstanding from the previous reporting period</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Closed during the reporting period</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pending at the end of the reporting period</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>

### 6.2 Recommendations and completion time for consultations received from other government institutions

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Number of days required to complete consultation requests</th>
<th>1 to 15 days</th>
<th>16 to 30 days</th>
<th>31 to 60 days</th>
<th>61 to 120 days</th>
<th>121 to 180 days</th>
<th>181 to 365 days</th>
<th>than 365 days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disclose entirely</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disclose in part</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Exempt entirely</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Exclude entirely</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Consult other institution</td>
<td></td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
</tbody>
</table>

### 6.3 Recommendations and completion time for consultations received from other organizations

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Number of days required to complete consultation requests</th>
<th>1 to 15 days</th>
<th>16 to 30 days</th>
<th>31 to 60 days</th>
<th>61 to 120 days</th>
<th>121 to 180 days</th>
<th>181 to 365 days</th>
<th>than 365 days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disclose entirely</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disclose in part</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Exempt entirely</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Exclude entirely</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Consult other institution</td>
<td></td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
PART 7 – Completion time of consultations on Cabinet confidences

<table>
<thead>
<tr>
<th>Number of days</th>
<th>Number of responses received</th>
<th>Number of responses received past deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 15</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>16 to 30</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>31 to 60</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>61 to 120</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>121 to 180</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>181 to 365</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>More than 365</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

PART 8 – Resources related to the Privacy Act

8.1 Costs

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$4,100</td>
</tr>
<tr>
<td>Overtime</td>
<td>$0</td>
</tr>
<tr>
<td>Goods and Services</td>
<td>$350</td>
</tr>
<tr>
<td>• Contracts for privacy impact assessments</td>
<td>$0</td>
</tr>
<tr>
<td>• Professional services contracts</td>
<td>$350</td>
</tr>
<tr>
<td>• Other</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td>$4,450</td>
</tr>
</tbody>
</table>

8.2 Human Resources

<table>
<thead>
<tr>
<th>Resources</th>
<th>Dedicated full-time</th>
<th>Dedicated part-time</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time employees</td>
<td>0.00</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Part-time and casual employees</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Regional staff</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Consultants and agency personnel</td>
<td>0.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Students</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>0.00</td>
<td>4.00</td>
<td>4.00</td>
</tr>
</tbody>
</table>
ANNEX B

Additional Reporting Requirements – Privacy Act

Privacy Impact Assessments initiated: 0

Privacy Impact Assessments completed: 0

The Canada Foundation for Innovation did not initiate or complete any Privacy Impact Assessments during the reporting period of April 01, 2011 to March 31, 2012.