



# Privacy Act

Canada Foundation for Innovation  
Annual report to Parliament

April 1, 2016 – March 31, 2017

## **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. 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 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.

## **2016-17 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 (2016-17), however we did complete our first Privacy Impact Assessment (PIA).

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

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

- Responding to formal privacy requests and consultations;
- Promoting awareness of the Act within the CFI through timely communications, training sessions, new staff orientation sessions, regular staff meeting updates and individual consultations;
- Ensuring compliance with the Act by developing and implementing effective policies and guidelines;
- Developing expertise through formal training opportunities, attending ATIP community events and conferences and establishing network contacts;

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- 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.

## DELEGATION ORDERS

The President 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 requests under the Act in 2016-17. This represents the 10th year that the CFI has been subject to the Act. During this time it has only received four privacy requests to date, 2 in 2011/12 and 2 in 2012/13. Therefore, it is rare for the CFI to receive a Privacy request. The CFI is pleased to present a copy of the CFI statistical report for 2016-17, 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 2016-17, the CFI received approximately 936 infrastructure proposals. Although these proposals are submitted to the CFI by institutions, each proposal contains personal information belonging to one or more researchers affiliated with the applicant institution. The CFI Board makes funding decisions on all proposals using, among other criteria, the candid written opinions of experts whose identities are not revealed to the applicants. At first glance, it would appear extraordinary that this process has not resulted in at least a few requests each year under the Act. However, this has not been the case and the CFI believes that the low request rate is attributable in some measure to its proactive approach to disclosure. Since its inception, it has been the CFI's practice to informally provide applicants with full and timely feedback instead of waiting for formal requests for information. All funding decisions and written expert reports are released to the institutions within a few days of a Board decision.

Total costs associated with all aspects of administering the Act are estimated to be \$28,107. This year's costs include salaries of \$3,360 and goods and services of \$24,747. Most of the costs incurred were related to work done on the privacy impact assessment. There were three CFI employees and one consultant dedicated part-time to privacy activities during 2016-17.

## 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 training sessions two years previously. However, we did provide information sessions on the privacy impact assessment process to the main stakeholders for that report. Needless to say, the ATIP staff is always available to all CFI employees for consultation and assistance. As part of our ongoing training, the ATIP office personnel participates in the ATIP community meetings.

## **PRIVACY POLICIES**

The CFI did not introduce any significant new privacy policies during this reporting period. However, as part of a website refresh exercise, we reviewed and updated our privacy information on our website pages which are targeted at researchers and institutions who apply to the CFI for funding, reviewers and the general public.

## **COMPLAINTS AND INVESTIGATIONS**

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

## **PRIVACY REQUESTS PROCESSING TIME MONITORING**

The Director of Corporate Services tracks and records the time required to process each Privacy request as well as the elapsed time to complete the request. This is done individually for each request and timely status updates are reported to the Vice-President of Finance and Corporate Services as the requests are being processed. Updates are presented at each Board meeting on the Privacy requests completed since the last Board meeting, as well as the date of completion. The Director of Corporate Services compiles all individual Privacy request processing times and reviews this annually with the Vice-President, 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 completed a privacy impact assessment in 2016-17. Sections 1 & 2 of the PIA have been posted to our website.

## **PERSONAL INFORMATION DISCLOSURES**

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

# **ANNEX A**

## **Privacy Act Delegation Order**

Canada Foundation for Innovation / Fondation canadienne pour l'innovation

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

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

51(2)(b)	X	X	X
51(3)	X	X	X
72(1)	X	X	X
<b>Section or subsection of the Privacy Regulations Article ou paragraphe du règlement sur la protection des renseignements personnels</b>	<b>Manager, Administration Gestionnaire, Administration</b>	<b>Director, Corporate Services Directeur, Gestion</b>	<b>Vice-President, Finance and Corporate Services Vice-présidente, Finances et 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, 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



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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.

  
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Dr. Gilles Patry, President & CEO, CFI

Date : June 17, 2011

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



## ANNEX B



## Statistical Report on the *Privacy Act*

Name of institution: Canada Foundation for Innovation

Reporting period: 2016-04-01 to 2017-03-31

### Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
<b>Total</b>	<b>0</b>
Closed during reporting period	0
Carried over to next reporting period	0

### Part 2: Requests Closed During the Reporting Period

#### 2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 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	
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
<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>

## 2.2 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	28	0
21	0	22.3	0		

## 2.3 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

## 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	0	0
<b>Total</b>	0	0	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	0	0
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
<b>Total</b>	0	0	0

## 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
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
<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>

## 2.5.3 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>

## 2.6 Deemed refusals

### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

## 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline 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
<b>Total</b>	0	0	0

## 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## Part 3: Disclosures Under Subsections 8(2) and 8(5)

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

## Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
<b>Total</b>	0

## Part 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Interference With Operations	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	0	0	0	0

## 5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	0	0
<b>Total</b>	0	0	0	0

## Part 6: Consultations Received From Other Institutions and Organizations

### 6.1 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>	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

### 6.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 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	
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
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

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

Recommendation	Number of days required to complete consultation requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Ddays	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
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

## Part 7: Completion Time of Consultations on Cabinet Confidences

### 7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 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>	0	0	0	0	0	0	0	0	0	0

### 7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 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>	0	0	0	0	0	0	0	0	0	0

**Part 8: Complaints and Investigations Notices Received**

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

**Part 9: Privacy Impact Assessments (PIAs)**

Number of PIA(s) completed	1
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**Part 10: Resources Related to the *Privacy Act***

**10.1 Costs**

Expenditures		Amount
Salaries		\$3,360
Overtime		\$0
Goods and Services		\$24,747
• Professional services contracts	\$24,747	
• Other	\$0	
<b>Total</b>		<b>\$28,107</b>

**10.2 Human Resources**

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.02
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.11
Students	0.00
<b>Total</b>	<b>0.13</b>

**Note:** Enter values to two decimal places.





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