



Canada Council
for the Arts

Conseil des arts
du Canada

ANNUAL REPORT 2017-18

Administration of the *Privacy Act*

Bringing the arts to life
L'art au cœur de nos vies

TABLE OF CONTENTS



Introduction	2
Mandate of the Canada Council for the Arts	2
Organizational Structure	3
Delegation Order	3
Highlights of the Statistical Report for Requests under the <i>Privacy Act</i>	4
Disposition and Completion Time.....	5
Exemptions.....	6
Exclusions.....	6
Public Interest Disclosures under Paragraph 8(2) and 8(5)	7
Consultations and Cabinet Confidences	7
Complaints, Investigations and Federal Court Cases	7
Monitoring of Compliance and Requests for Corrections	7
Summary of Material Privacy Breaches	7
Privacy Impact Assessments	8
Education and Training	8
Policies, Guidelines, Procedures and Initiatives	8
Resources	8
Information Holdings	8
Appendix A: Statistical Report on the Access to Information Act	
Appendix B: Delegation Order	
References	

Introduction

The *Privacy Act*, (the *Act*) extends 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 *Act* protects an individual's privacy by preventing others from having unlawful access to personal information as well as permits an individual specific rights regarding the collection, use and disclosure of this information. The *Privacy Act* applies to all of the personal information that the federal government collects, uses and discloses—be it about individuals or federal employees. The *Privacy Act* relates to an individual's right to access and correct personal information the Government of Canada holds about them or the Government's collection, use and disclosure of their personal information in the course of providing services.

The Canada Council is committed to protecting the privacy of individuals with respect to the personal information that is under its control by limiting its interventions into the private lives of Canadians to lawful and necessary purposes, and ensuring privacy protection.

The *Act* requires the head of every federal government institution to submit an annual report to Parliament on the administration of the *Act* following the close of each fiscal year. This annual report is prepared and is being tabled before each House of Parliament in accordance with section 72 of the *Act*. This report summarizes how the Canada Council has fulfilled its privacy responsibilities during the fiscal year 2017-18.

Mandate of the Canada Council for the Arts

The Canada Council for the Arts is Canada's public arts funder, with a mandate "to foster and promote the study and enjoyment of, and the production of works in, the arts."

The Council champions and invests in artistic excellence through a broad range of grants, services, prizes and payments to professional Canadian artists and arts organizations. Its work ensures that excellent, vibrant and diverse art and literature engages Canadians, enriches their communities and reaches markets around the world.

The Council also raises public awareness and appreciation of the arts through its communications, research and arts promotion activities. It is responsible for the Canadian Commission for UNESCO which promotes the values and programs of UNESCO in Canada to contribute to a more peaceful, equitable and sustainable future. The Canada Council Art Bank operates art rental programs and helps further public engagement with contemporary arts.

The Council is governed by an 11-member Board. Members of the Board and the Director/CEO are appointed by the Governor in Council. The Council works closely with federal, provincial, territorial and municipal arts and cultural agencies and departments.

A federal Crown corporation created through an Act of Parliament in 1957, the Council reports to Parliament through the Minister of Canadian Heritage. It receives funding from Parliament and its annual budget is supplemented by endowment income, donations and bequests.

For more information about the Canada Council, visit www.canadacouncil.ca.

Organizational structure

The Canada Council is organized to fulfill its *Privacy Act* responsibilities as follows:

DIRECTOR AND CEO	... is responsible for the effective, well-coordinated, and proactive management of the <i>Privacy Act</i> and Privacy Regulations within the Canada Council and takes responsibility for decisions made in this regard.
Chief of Staff and Corporate Secretary	... holds full delegation authority under the <i>Act</i> and is responsible, on behalf of the Director and CEO, for ensuring compliance with the <i>Act</i> , Privacy Regulations and policy instruments. The Chief of Staff and Corporate Secretary is supported by the Manager, Cabinet and Corporate Secretariat in the administration of the <i>Act</i> .
Manager, Cabinet and Corporate Secretariat	...holds full delegation authority under the <i>Act</i> and is responsible, with the guidance and oversight of the Chief of Staff and Corporate Secretary, for ensuring compliance with the <i>Act</i> , Privacy Regulations and policy instruments, and providing guidance and training as required.
Access to Information and Privacy (ATIP) Coordinator (1 practitioner)	...holds full delegation authority under the <i>Act</i> and is responsible, with the guidance and oversight of the Manager, for ensuring compliance with the <i>Act</i> , Privacy Regulations and policy instruments.

The ATIP office coordinates responses to privacy requests, access to information requests and is also responsible for responding to Parliamentary Returns for the Canada Council. The work ranges from processing access to information requests to carrying out consultations with government institutions or third parties, and responding to calls and informal requests for information, contributing to Info Source, preparing the annual report to Parliament and collecting statistics, the Privacy Impact Assessment program, Privacy breach reporting and ATIP training of Canada Council employees.

This Office also provides advice to Canada Council employees as they fulfill their obligations under the *Access to Information Act* and the *Privacy Act*.

Delegation Order

The head of the institution may decide to delegate specific powers, duties and functions of the administration of the *Privacy Act*.

See Appendix B for information on designation and delegation.



Highlights of the Statistical Report for Requests under the *Privacy Act*

The statistical report is an accounting of Canada Council activities related to the administration of the *Privacy Act*. It is intended to provide current statistics and express trends on the administration of the legislation.

The Canada Council's 2017-18 statistical report on the *Privacy Act*, from which the data is derived, is provided in Appendix A.

27

Privacy requests received

This is a 4% increase from the previous year.

Previous Years

2016-17	26
2015-16	13
2014-15	20

100%

On-time compliance *

Previous Years

2017-16	100%
2015-16	93%
2014-15	100%

* Compliance assessment includes extensions taken in accordance with subparagraphs 15(a)(i), 15(a)(ii) and 15(b) of the *Privacy Act*.

HIGHLIGHTS

The results of the 2017-18 reporting period are slightly higher (27 requests) than the four year average of 22 requests.

The primary requesters of information under the *Privacy Act* are applicants to Canada Council's Killam Research Fellowships and Killam Prizes, seeking access to the written assessments of their applications.

The Canada Council's peer assessment process is the cornerstone of the Canada Council's funding decisions. Individual assessors with specialized expertise support and complement the work of peer assessment committees.

(Source: [How We Make Funding Decisions](#))

Generally, privacy requests are carried forward due, in part, to the timing of the Killam Fellowships and Prizes decisions which occurs towards the end of each reporting period.

Appendix A: Part 2: 2.6

Processing of Privacy requests			
Fiscal Year	Outstanding from pervious reporting period	Closed	Carried over to next reporting period
2017-18	0	27	1
2016-17	0	26	1
2015-16	0	13	0
2014-13	5	25	0

Appendix A: Part 1

Disposition and Completion Time

In 2017-18, a total of 27 requests were closed, with information disclosed in accordance with the provisions of the legislation following the necessary consultations, exemptions and/or exclusions prior to release.

Disposition	2014-15		2015-16		2016-17		2017-18	
	Number of Requests	%	Number of Requests	%	Number of Requests	%	Number of Requests	%
All disclosed	0	0%	0	0%	1	4%	2	4%
Disclosed in part	25	100%	12	77%	24	92%	24	92%
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%	1	23%	1	4%	1	4%
Request abandoned	0	0%	0	0%	0	0%	0	0%
Neither confirmed nor denied	0	0%	0	0%	0	0%	0	0%

HIGHLIGHTS

1 request is carried forward into 2018-19. 25 requests were completed within 15 days of receipt and 2 were completed within the 30 day timeline. The four year average is consistent for disposition of requests, including the volume of requests with only a minor fluctuation in 2015-16.

Appendix A: Part 2: 2.1

424

Pages released

553 pages processed *

59 pages all disclosed
365 pages disclosed in part

* This value includes all pages submitted and processed, not only pages directly relevant to the request.

0

Extensions were taken in the processing of Privacy requests *

25 responses were released in 15 days or less,
2 responses were released in 16 to 30 days, meeting statutory deadlines.

*Extensions must be in accordance with sub-paragraphs 15(a)(i), (ii) and 15(b)

27

Released electronically*

*No requests for the translation of released information were received.

HIGHLIGHTS

All responsive records were less than 100 pages per request. No consultations were undertaken in the processing requests and no legal advice was considered necessary in order to respond to these requests. All information was provided electronically to each requester.

Appendix A: Part 2: 2.4; 2.5.1; 2.5.2; 2.5.3; 2.6.2; 2.7; Part 5

Exemptions

23

Requests where information is interwoven

These records contain personal information about another individual that is blended or intermixed with the personal information of the requester, subject to section 26 of the *Act*.

In 2017-18, the Canada Council invoked 1 exemption as per specific sections of the *Privacy Act* and as follows:

Provision 26: PERSONAL INFORMATION

The head of a government institution may refuse to disclose any personal information requested under subsection 12(1) about an individual other than the individual who made the request, and shall refuse to disclose such information where the disclosure is prohibited under section 8.

Number of Requests

	2015-16	2016-17	2017-18
	12	24	24

Appendix A: Part 2: 2.2; 2.5.3

HIGHLIGHTS

The Canada Council continues to invoke section 26. The relevant records, external assessments, contain personal information about another individual, the assessor, that is blended or intermixed with the personal information of the requester and is subject to section 26 of the *Act*. This can be attributed to the external assessment documentation, which is designed to help the peers make informed recommendations.

Exclusions

The Canada Council did not invoke any exclusion to information to which the *Act* does not apply as described in sections 69 and 70 of the *Act*.

Appendix A: Part 2: 2.3

Public Interest Disclosures under Paragraph 8(2) and 8(5)

In 2017-18 there were no disclosures of personal information pursuant to section 8(2) or 8(5) of the *Privacy Act* where personal information may be disclosed. Appendix A: Part 3

Consultations and Cabinet Confidences

During this period, no consultations were received from other Government of Canada institutions or other organizations involving Canada Council records or issues under the *Privacy Act*.

Appendix A: Part 6: 6.1; 6.2; 6.3

The Canada Council did not receive consultations for Cabinet Confidences, and did not engage legal services or interact with Privy Council for Privacy requests.

Appendix A: Part 7: 7.1; 7.2

Complaints, Investigations and Federal Court Cases

No complaints were filed with the Privacy Commissioner and no investigation notices were received by the Canada Council. This has been consistent for the past 4 reporting periods.

Appendix A: Part 8

Monitoring of Compliance and Requests for Corrections

No monitoring or audits were conducted during the reporting period. The ATIP office consults with various sections and levels of personnel when a Privacy request is received – when requests are considered sensitive, senior management is advised prior to release.

HIGHLIGHTS

The Canada Council received 1 request to for notation to personal information; the notation was added. There were no requests for corrections to personal information. This is in part due to the New Funding Model Portal which enables individuals to enter their information and make corrections.

Disposition for correction of personal information and notations

Fiscal Year	Notation attached	Requests for correction
2017–18	1	0
2016–17	0	6
2015–16	0	12
2014–15	0	5

Appendix A: Part 4

Summary of Material Privacy Breaches

No privacy breaches occurred or were reported during this reporting period. The Canada Council is committed to protecting the privacy of individuals with respect to the personal information that is under its control and recognizes this is an essential element in maintaining public trust.

Privacy Impact Assessments

One Privacy Impact Assessment (PIAs) for the Canada Council's New Funding Model and Arts Tracking System (ATS) portal and process was completed in 2017-18. The final, approved copy, including all eight sections outlined in Appendix C of the Directive on Privacy Impact Assessments, has been sent to both the Office of the Privacy Commissioner and to the Information and Privacy Policy Division (Treasury Board Secretariat)

Appendix A: Part 9

Education and Training

During 2017-18, the ATIP office did not offer ATIP training sessions to the Canada Council's employees due to the launch of the New Funding Model and Arts Tracking System (ATS) portal and processes. The ATIP office was engaged in providing advice for the New Funding Model portal.

New training sessions are under development for 2018-19 to address the New Funding Model and Arts Tracking System (ATS) portal and processes.

Policies, Guidelines, Procedures and Initiatives

During this reporting period the ATIP office provided privacy advice for incorporation into Canada Council policies, guidelines or procedural developments as follows:

- 1) Transitory and operational records guide
- 2) New Funding Model and Arts Tracking System (ATS) portal processes

Resources

During 2017-18, the Canada Council invested \$54,954 and 0.55 person years into *Privacy Activities*; administrative costs (software licenses, professional services fees, office equipment and supplies) incurred were valued at \$10,470 and includes 0.02 person years.

Appendix A: Part 10: 10.1; 10.2

These costs do not include resources expended by various divisions of the Canada Council who assist in meeting the requirements of the Acts.

Information Holdings

Info Source: Sources of Federal Government and Employee Information provides information about the functions, programs, activities and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*. It provides individuals and employees of the government (current and former) with relevant information to access personal information about them held by government institutions subject to the *Act* and to exercise their rights under the *Privacy Act*.

To meet its Privacy reporting obligations on the administration of the *Privacy Act*, the Canada Council, in this reporting period, prepared and submitted, according to requirements:

- [Annual reports](#) to Parliament;
- Annual statistical reports;
- Annual review and update of its [Info Source chapter](#).



Appendix A: STATISTICAL REPORT ON THE *PRIVACY ACT*



Statistical Report on the *Privacy Act*

Name of institution: Canada Council for the Arts

Reporting period: 2017-04-01 to 2018-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	27
Outstanding from previous reporting period	1
Total	28
Closed during reporting period	27
Carried over to next reporting period	1

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	1	1	0	0	0	0	0	2
Disclosed in part	23	1	0	0	0	0	0	24
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	25	2	0	0	0	0	0	27



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	24
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	2	0
Disclosed in part	0	24	0
Total	0	26	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	59	59	2
Disclosed in part	494	365	24
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	553	424	26



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	2	59	0	0	0	0	0	0	0	0
Disclosed in part	22	209	2	156	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	24	268	2	156	0	0	0	0	0	0

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	23	0	23
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	23	0	23

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
Total	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
Total	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	1
Requests for correction accepted	0
Total	1

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
Total	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
Total	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
Total	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
Total	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							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
Total	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
Total	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
Total	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		\$54,954
Overtime		\$0
Goods and Services		\$10,470
• Professional services contracts	\$1,838	
• Other	\$8,632	
Total		\$65,424

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.53
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.02
Students	0.00
Total	0.55

Note: Enter values to two decimal places.



Appendix B: DELEGATION ORDER



Access to Information Act
and
Privacy Act
Designation Order

Arrêté sur la délégation en vertu de la
Loi sur l'accès à l'information
et
la Loi sur la protection des renseignements
personnels

The Director and CEO of the Canada Council for the Arts, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Director and CEO as the head of Canada Council for the Arts, under the provisions of the Act and related regulations set out in the schedule opposite each position.

This designation replaces all previous delegation orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le directeur et chef de la direction du Conseil des arts du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont le directeur et chef de la direction est, en qualité de responsable du Conseil des arts du Canada, investi par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste.

Le présent document remplace et annule tout arrêté antérieur.

31 mai 2017

Date

Director and CEO / Directeur et chef de la direction



Privacy Act Delegation		Position/Title*			
HEAD OF THE INSTITUTION:		DIRECTOR & CEO			
Section	Description	Chief of Staff and Corporate Secretary	Manager, Cabinet and Corporate Secretary	ATIP Coordinator	
8(2)(j)	Disclosure for research and statistical purposes	✓	✓	✓	
8(2)(m)	Disclose personal information in the public interest or in the interest of the individual	✓	✓	✓	
8(4)	Copies of requests under 8(2)(e) to be retained	✓	✓	✓	
8(5)	Notice of disclosure under paragraph 8(2)(m)	✓	✓	✓	
9(1)	Record of disclosures	✓	✓	✓	
9(4)	Consistent uses	✓	✓	✓	
10	Personal information banks	✓	✓	✓	
11(a)	Publish annually an index of all personal information banks and their respective contents	✓	✓	✓	
11(b)	Publish annually an index of all personal information held by the institution which is not part of a bank	✓	✓	✓	
14(a)	Notice where access requested	✓	✓	✓	
14(b)	Giving access to the record	✓	✓	✓	
15	Extension of time limits	✓	✓	✓	
16	Access refused	✓	✓	✓	
17(2)(b)	Language of access	✓	✓	✓	
17(3)(b)	Access in an alternate format	✓	✓	✓	
Exemption Provisions of the Privacy Act					
18(2)	Exempt banks – Disclosure may be refused	✓	✓	✓	
19	Exemption – Personal information obtained in confidence	✓	✓	✓	
20	Exemption – Federal-provincial affairs	✓	✓	✓	
21	Exemption – International affairs and defence	✓	✓	✓	
22	Exemption – Law enforcement and investigation	✓	✓	✓	
22.3	Exemption – <i>Public Servants Disclosure Protection Act</i>	✓	✓	✓	
23	Exemption – security clearances	✓	✓	✓	
24	Exemption – individuals sentenced for an offence	✓	✓	✓	
25	Exemption – safety of individuals	✓	✓	✓	
26	Exemption – information about another individual	✓	✓	✓	
27	Exemption – solicitor-client privilege	✓	✓	✓	
28	Exemption – medical record	✓	✓	✓	
Other Provisions of the Privacy Act					
31	Receive notice of investigation by the Privacy Commissioner	✓	✓	✓	
33(2)	Right to make representation	✓	✓	✓	
35(1)(b)	Notice of actions to implement recommendations of Commissioner	✓	✓	✓	
35(4)	Access to be given	✓	✓	✓	



36(3)	Report of findings of investigation (exempt bank)	✓	✓	✓
37(3)	Report of findings and recommendations (compliance review)	✓	✓	✓
47	Burden of proof	✓	✓	✓
51(2)(b)	Special rules for hearings	✓	✓	✓
51(3)	Ex parte representations	✓	✓	✓
70	Cabinet confidences	✓	✓	✓
72(1)	Report to Parliament	✓	✓	✓
Privacy Regulations				
7	Retention for specific time	✓	✓	✓
9	Reasonable facilities and time provided to examine personal information	✓	✓	✓
11(2)	Notifications that correction of personal information has been made	✓	✓	✓
11(4)	Notification of refusal to correct personal information	✓	✓	✓
13(1)	Disclosure of personal information relating to medical information to physical or mental health to qualified practitioner or psychologist for an opinion on whether to release information to the requester	✓	✓	✓
14	Disclosure of personal information relating to physical or mental health may be made to a requester in the presence of a qualified medical practitioner or psychologist	✓	✓	✓

* Includes acting appointments and assignments to these positions made pursuant to the *Public Service Employment Act* and regulations.

✓ position designated to exercise the powers and perform the duties and functions of the Head of the Institution under the section(s) of the Act.



References

<i>Access to Information and Privacy Requests</i>	http://canadacouncil.ca/about/public-accountability/access-to-information-and-privacy-acts
<i>Privacy Protection, Policy on</i>	http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12510
<i>Privacy Practices, Directive on</i>	http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=18309
<i>Info Source</i>	http://canadacouncil.ca/about/public-accountability/info-source
<i>Information about programs and information holdings</i>	https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/information-about-programs-information-holdings.html