



Privacy Act

Canada Foundation for Innovation
Annual report to Parliament

April 1, 2013 – March 31, 2014

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 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.

2013-14 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 (2013-14).

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 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 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 previously mentioned, the CFI did not receive any requests under the Act in 2013-14. This represents the seventh year that the CFI has been subject to the Act however it has only received four privacy requests to date. Therefore the organization does not have historical data that would be meaningful for trend analysis or for levels of activity comparison. Nevertheless, the CFI is pleased to present a copy of the CFI statistical report for 2013-14, which can be found in Annex B, and to provide its comments about these statistics.

Each year the CFI reviews between 500 and 1,200 research infrastructure proposals, depending on its funding program schedule. In 2013-14, the CFI received approximately 590 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 \$2,300 representing about half the average annual cost considering the past seven years. This year's costs include salaries of \$1,500 and goods and services of \$800. There were three CFI employees and two consultants dedicated part-time to privacy activities during 2013-14.

EDUCATION AND TRAINING ACTIVITIES

Normally the CFI provides an overview of privacy principles to new CFI employees as part of our staff orientation session. Unfortunately there was no new employee orientation session offered in 2013-14. The current orientation presentation was made available to all new employees and a new format of the orientation session is being designed for 2014. In addition, *Privacy Act*-specific training materials for all CFI staff were reviewed and are currently being revised. A *Privacy Act* staff training session is being scheduled for the late spring or early

summer of 2014. CFI ATIP staff are always available to all CFI employees for consultation and assistance. As part of their ongoing training, the ATIP office personnel participate in ATIP community meetings.

PRIVACY POLICIES

The CFI did not introduce any significant new privacy policies during this reporting period. However, it has 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 REQUESTS PROCESSING TIME MONITORING

The Director, 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, 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, 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 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).

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**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 & 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

Section or subsection of the Privacy Regulations Article ou paragraphe du règlement sur la protection des renseignements personnels	Manager, Administration Gestionnaire, Administration	Director, Corporate Services Directeur, Gestion	Vice-President, Finance & Corporate Services Vice-présidente, Finances et 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, 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.

A handwritten signature in black ink, appearing to read 'Gilles Patry', is written over a horizontal line. The signature is fluid and cursive.

Dr. Gilles Patry, President & CEO, CFI

Date: June 17, 2011

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

Government
of CanadaGouvernement
du Canada

Statistical Report on the *Privacy Act*

Name of institution: Canada Foundation for InnovationReporting period: 4/1/2013 to 3/31/2014

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
Total	0
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
Total	0	0	0	0	0	0	0	0

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)(a)	0	70(1)(d)	0
69(1)(b)	0	70(1)(b)	0	70(1)(e)	0
69.1	0	70(1)(c)	0	70(1)(f)	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
Total	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

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
Abandoned	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	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	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	0	0	0	0	0

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 subsection 8(2)

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

PART 4 – Requests for correction of personal information and notations

	Number
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**

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 institutions and organizations

Consultations	Other government 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 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	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 8 – Resources related to the *Privacy Act***8.1 Costs**

Expenditures		Amount
Salaries		\$1,500
Overtime		\$0
Goods and Services		\$811
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$811	
• Other	\$0	
Total		\$2,311

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.00	3.00	3.00
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	1.00	1.00
Students	0.00	0.00	0.00
Total	0.00	4.00	4.00

Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
Canada Foundation for Innovation	0

Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
Canada Foundation for Innovation	0

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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

Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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

Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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



Research builds communities
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