



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada



2017-2018

ANNUAL REPORT TO PARLIAMENT

Administration of the *Privacy Act*

Canada 

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INTRODUCTION

The *Privacy Act* (Revised Statutes of Canada, Chapter P-21, 1985) was proclaimed on July 1, 1983. It extends the present laws of Canada that protect the privacy of individuals, and provides individuals with a right of access to personal information about themselves. It also protects the privacy of individuals by denying third parties access to personal information relating to them and enabling them to exercise strict control over the collection, disclosure and use of such information. Necessary exceptions should be limited and specific.

WD is committed to both the spirit and intent of the *Privacy Act*, to ensure the privacy of individuals with respect to their personal information held by the department.

This annual report is tabled in Parliament in accordance with section 72 of the *Privacy Act* and describes how Western Economic Diversification Canada administered its responsibilities for the reporting period. It will be published on the department's public website (www.wd-deo.gc.ca) once it has been tabled.

ADMINISTRATION OF THE ACT

DEPARTMENTAL MANDATE

Western Economic Diversification Canada (WD) was established in 1987 to promote the development and diversification of the economy of Western Canada and to advance the interests of the West in national economic policy, program and project development and implementation. The Minister of Innovation, Science and Economic Development is responsible for this organization.

The Department operates under the provision of the *Western Economic Diversification Act*, which came into force on June 28, 1988. WD's mandate allows the department to deliver a wide range of initiatives across the West and make strategic investments to build on regional competitive advantages. Its western base enables the department to foster strong partnerships with business and community organizations, research and academic institutions, Indigenous peoples, and provincial and municipal governments. These connections help WD reflect western perspectives in national decision-making.

DEPARTMENTAL STRUCTURE

WD employs 336 individuals across Western Canada and in Ottawa, including economists, commerce officers and policy analysts. Specialists in such areas as communications, corporate administration, financial management, human resources, information management and information technology, and procurement provide the policy and programs analysts with support.

WD is headquartered in Edmonton, Alberta, and organized into four regional units (British Columbia, Alberta, Saskatchewan and Manitoba), with offices located in Vancouver, Edmonton, Calgary, Saskatoon, Winnipeg, and an office in Ottawa.

ACCESS TO INFORMATION AND PRIVACY (ATIP)

The Corporate Administration unit encompasses various corporate business services, including Access to Information and Privacy. This unit is part of the Finance and Corporate Management Directorate located in Edmonton, Alberta.

The ATIP team includes the ATIP Coordinator, Deputy ATIP Coordinator, and two ATIP Officers. The Coordinators fulfill their responsibilities in addition to numerous other functions within the department. The senior ATIP Officer is dedicated to processing all access and privacy requests, and a junior officer began training in this field of expertise in 2017-2018. Approximately .09 FTE was dedicated to privacy-related activities in 2017-2018.

WD's senior ATIP Officer will retire in 2018,

The ATIP unit is responsible for the implementation and management of the *Access to Information Act and Privacy Act* programs and services for WD. Specifically, the ATIP unit:

- makes decisions on the disposition of personal information requests;
- conducts consultations with other federal government departments, other levels of government and third parties with respect to access to information and privacy issues, if required;
- promotes awareness of the legislation to ensure departmental responsiveness to the obligation imposed by law;
- monitors and advises on departmental compliance with the Acts, regulations, procedures and policies; and
- acts as the spokesperson for the Department when dealing with the Treasury Board Secretariat, the Information Commissioner, the Privacy Commissioner, and other government departments and agencies.

Other access to information-related activities undertaken by the ATIP Unit in 2017-2018, include:

ACTIVITY	TOTAL (QUESTIONS/REVIEWS/ E-MAILS/REPORTS, ETC.)
Review of parliamentary questions and responses	41
OTHER ACTIVITIES	
Update the ATIP intranet site	√
Preparing and tabling annual reports and statistical reports	√
Managing Info Source updates and web postings	√
Participating in Information Management initiatives and providing ATIP guidance	√
Review and update privacy protection business practices, procedures and policy development	√
Regular review and destruction of personal information request files in accordance with retention schedule	√
Coordination of proactive publishing requirements for the Minister in cooperation with Innovation, Science and Economic Development Canada	√
Assist with planning of new departmental proactive publishing requirements for the Deputy Minister	√

Additionally, the ATIP team has worked in conjunction with Innovation, Science and Economic Development Canada's ATIP unit concerning preparations for additional proactive publishing requirements for the Minister once Bill C-58 receive royal assent, as well as coordinating the department's preparations for publishing requirements for the Deputy Minister.

The ATIP Unit monitors all personal information requests, and no additional reporting or monitoring is conducted by other departmental officials due to the confidential nature of these requests.

DELEGATION OF AUTHORITY

The current delegation order was issued in June 2016. In accordance with section 73 of the *Privacy Act*, the Minister of Innovation, Science and Economic Development, delegated his full powers, authorities and responsibilities to the Executive Director, Finance and Corporate Management (ATIP Coordinator) and Manager, Corporate Administration (Deputy ATIP Coordinator). The delegation also extends limited authority to the ATIP Officer (see Annex B).

DEPARTMENTAL POLICIES AND PROCEDURES

There were no changes made to WD's Privacy Protection policy suite during fiscal year 2017–2018 as a result of changes in TBS policies or directives, or as result of issues raised by the Office of the Privacy Commissioner or other agents of Parliament.

TRAINING AND OUTREACH

Staff training and outreach activities for 2017-2018 included:

- two (2) pre-processing meetings for departmental officials/subject experts. These meetings are conducted as new privacy requests are received and when deemed appropriate dependent on the nature of the request. Meetings are approximately one half hour in length, depending on the complexities of the request, and provide direct instruction on the records retrieval and review process, recommendations required by the ATIP Unit;
- nine (9) ATIP training and awareness sessions for staff in Corporate Administration, Manitoba Region and various business units of Policy and Strategic Direction. The training provided an overview of WD's responsibilities on the administration of the Acts, and departmental procedures and practices. In total, 45 departmental staff have participated in this training to date;
- three (3) IM Days staff awareness sessions included ATIP and information managements tips. In total, 132 departmental staff participated in these sessions; and
- ongoing training of a junior ATIP Officer as part of the department's succession planning process;

The department maintains an Access to Information and Privacy presence on its intranet site that includes policies, procedures, training and awareness presentations, and relevant links to useful sites related to access and privacy.

TRENDS AND STATISTICS

The following overview provides a summary of the statistical details found in WD's 2017-2018 statistical report (Annex A – Statistical Report).

- WD traditionally receives very few requests for personal information. As WD's programs and services collect very little personal information, requests relate to human resources issues or staffing actions.
- WD did not receive any privacy consultations during the reporting period, a 200 percent decrease from 2016-2017.
- No complaints were received in 2017–2018 pursuant to the *Privacy Act*, and there were no appeals or applications submitted to the Federal Court.
- No material privacy breaches were reported in fiscal year 2017-2018.
- WD did not complete any Privacy Impact Assessments (PIAs) in 2017–2018.
- Personal information collected by WD in the course of its programs and activities is disclosed only for the purpose for which it was collected, in accordance with paragraph 8(2)(a) of the *Privacy Act*. WD did not disclose personal information for any other purposes as outlined in paragraph 8(2)(m) during the 2017–2018 reporting period.

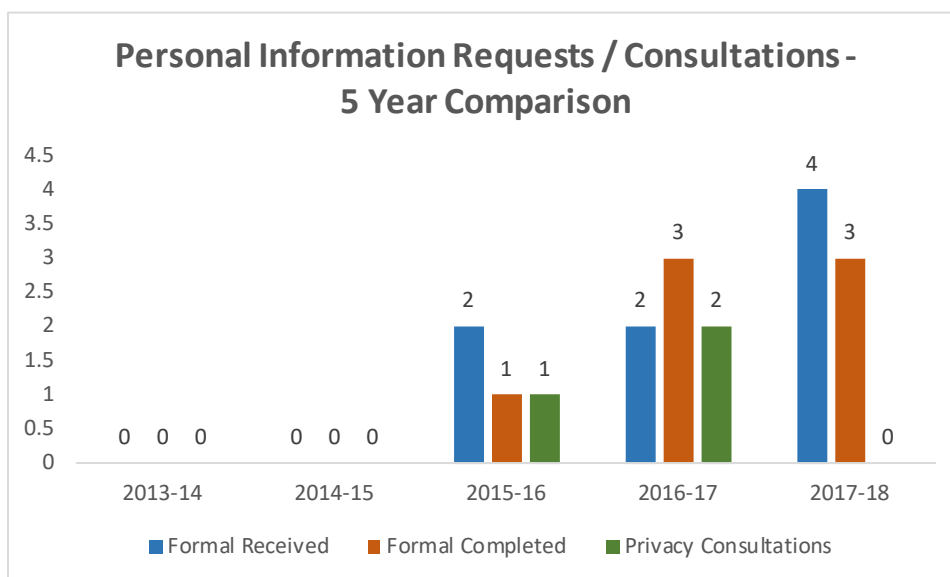
REQUESTS RECEIVED PURSUANT TO THE *PRIVACY ACT*

The department received four (4) requests for personal information pursuant to the *Privacy Act*. This represents a 200 percent increase from fiscal year 2016-2017.

Three (3) requests were completed during the reporting period (75 percent), and one request was carried forward into the 2018-2019 reporting period (25 percent).

Of the three requests closed, each of these requests were completely within 16 days, and 657 pages were disclosed in whole or in part. All information was disclosed on one request, and only information pertaining to other individuals was protected pursuant to section 26 on the other two (2) requests. No consultations or time extensions were required to complete these requests.

The accompanying chart shows the comparison of the number of formal requests for personal information received and closed, as well as the number of privacy-related consultations received by the department over the past five years.



OPERATIONAL COSTS ASSOCIATED WITH ADMINISTERING THE ACT

WD's cost for administering the *Privacy Act* in the ATIP Unit include a portion of the Deputy ATIP Coordinator's and senior and junior ATIP Officers salaries (a total of .09 FTE/year). Other costs pertaining to goods and services, including professional services contracts and other expenses, including supplies, are reported in the annual statistical report (see Annex A). The total cost reported was \$7,039.

Additional departmental costs which incorporate estimates for other departmental officials to retrieve, review and make recommendations concerning records responding to personal information requests and translation of privacy-related products totaled \$2,170, and are not captured in the statistical report, but provide a more complete picture of the overall cost of \$9,209 to the department to administer all aspects of its activities related to the *Privacy Act*.

ANNEX A – Statistical Report

Statistical Report on the *Privacy Act*

Name of institution: Western Economic Diversification Canada

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

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	4
Outstanding from previous reporting period	0
Total	4
Closed during reporting period	3
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	0	0	0	0	0	0	1
Disclosed in part	1	1	0	0	0	0	0	2
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
Total	2	1	0	0	0	0	0	3

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	2
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	1	0	0
Disclosed in part	2	0	0
Total	3	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	84	84	1
Disclosed in part	43	43	2
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	127	127	3

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	1	84	0	0	0	0	0	0	0	0
Disclosed in part	2	43	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
Total	3	127	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
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	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 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
Total	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 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	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	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	0
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Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures		Amount
Salaries		\$6,934
Overtime		\$0
Goods and Services		\$105
• Professional services contracts	\$0	
• Other	\$105	
Total		\$7,039

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.09
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.09

Note: Enter values to two decimal places.

ANNEX B – Delegation Order



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada

ACCESS TO INFORMATION ACT AND PRIVACY ACT DELEGATION ORDER

ARRÊTÉ DE DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The Minister of Innovation, Science and Economic Development, pursuant to sections 73 of the *Access to Information Act* and *Privacy Act*, hereby designate the persons holding the positions set out in the schedules attached hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as the head of Western Economic Diversification Canada, under the provisions of the Acts 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 ministre de l'Innovation, des Sciences et du Développement économique, délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable de la Diversification de l'économie de l'Ouest canadien, 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.

SCHEDULE / ANNEXE

<u>Position / Poste</u>	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i>
Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle	Full authority / Autorité absolue	Full authority / Autorité absolue
Manager, Corporate Administration / Gestionnaire, Administration intégrée	Full authority / Autorité absolue	Full authority / Autorité absolue
ATIP Officer / Agente de l'AIPRP	Section / Disposition : 7(a); 8(1); 9; 27(1) and (4); 28(1)(b), (2), (4); 33; and/et 6(1) of Regulations / du règlements	Section / Disposition : 14(a)

Dated, at the City of Ottawa this 10 day of June, 2016

Signé à Ottawa, le 10 jour de juin 2016

THE HONOURABLE NAVDEEP BAINS
MINISTER OF INNOVATION, SCIENCE AND ECONOMIC DEVELOPMENT
L'HONORABLE NAVDEEP BAINS
MINISTRE DE L'INNOVATION, DES SCIENCES ET DU DÉVELOPPEMENT ÉCONOMIQUE