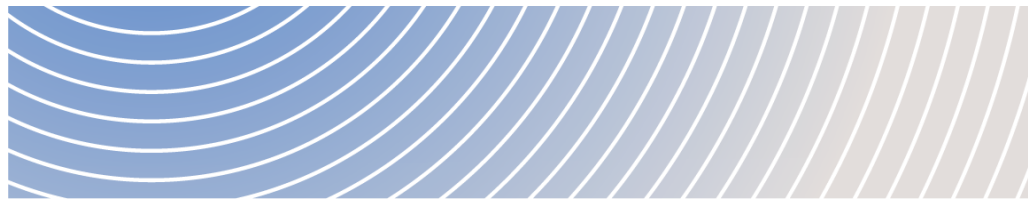




Administration of the Privacy Act



ANNUAL REPORT 2023-2024

October 2024





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Contents

List of tables	v
List of abbreviations and acronyms.....	v
Introduction	6
Organizational Structure	7
Delegation Order	7
Performance 2023-2024	8
Percentage of requests responded to within legislated timelines	8
Number of completed requests	8
Number of active requests.....	9
Number of active complaints	9
Extensions.....	9
Consultations completed for other institutions	10
Completed requests	10
The IAAC's 2023-2024 Statistical Report on the <i>Privacy Act</i> for 2023-2024	10
Channels of privacy requests received.....	10
Informal requests	11
Correction of personal information and notations	11
Disclosures under paragraphs 8(2)(m) of the <i>Privacy Act</i>	11
Format of information released	11
Exemptions and exclusions.....	12
Translation	12
The IAAC's Supplemental ATIP Statistical Report for 2023-2024	12
Capacity to receive requests	12
Capacity to process paper and electronic requests.....	12
Social Insurance Number	13
Universal access under the <i>Privacy Act</i>	13
Training and Awareness	13
Policies, Guidelines and Procedures	13



Initiatives and Projects to Improve Privacy	13
Summary of Key Issues and Actions Taken on Complaints	13
Material Privacy Breaches	14
Privacy Impact Assessments	14
Monitoring Compliance	14
Privacy requests	14
Inter-institutional consultations	14
Frequently requested information	14
Procurement	15
Data Matching and Sharing Activities	15
Annexes	16
Annex A: Designation Order	16
Annex B: Statistical Report on the <i>Privacy Act</i>	20
Section 1: Requests under the <i>Privacy Act</i>	20
1.1a Number of requests received	20
1.1b Number of requests carried into next reporting period	20
1.2 Channels of requests	21
Section 2: Informal requests	21
2.1a Number of informal requests received	21
2.1b Number of informal requests carried into next reporting period	21
2.2 Channels of informal requests	22
2.3 Completion time of informal requests	22
2.4 Pages released informally	23
Section 3: Requests closed during the reporting period	23
3.1 Disposition and completion time	23
3.2 Number of exemptions per section of the Act	24
3.3 Number of exclusions per section of the Act	25
3.4 Format of information released	26
3.5 Complexity	26
3.5.1 Relevant pages processed and disclosed for paper and e-record formats ..	26
3.5.2 Relevant pages processed per request disposition for paper and e-record formats by size	27
3.5.3 Relevant minutes processed and disclosed for audio formats	28



3.5.4 Relevant minutes processed per request disposition for audio formats for all sizes of requests	29
3.5.5 Relevant minutes processed and disclosed for video formats	29
3.5.6 Relevant minutes processed per request disposition for video formats for all sizes of requests	30
3.5.7 Other complexities	30
3.6 Closed requests	31
3.6.1 Requests closed within legislated timelines	31
3.7 Deemed refusals	31
3.7.1 Reasons for not meeting legislated timelines	31
3.7.2 Requests closed beyond legislated timelines (including any extension taken).....	32
3.8 Requests for translation	32
Section 4: Disclosure under Subsection 8(2) and 8(5)	33
4.1 Disclosure	33
Section 5: Requests for correction of personal information and notations.....	33
5.1 Disposition for correction requests received.....	33
Section 6: Extensions	34
6.1a Reasons for extensions under 15(a)(i) interference with operations	34
6.1b Reasons for extensions under 15(a)(ii) consultations.....	34
6.1c Reasons for extensions under 15(b) translation purposes or conversion	34
6.2a Length of extensions under 15(a)(i) interference with operations.....	35
6.2b Length of extensions under 15(a)(ii) consultations	35
6.2c Length of extensions under 15(b) translation purposes or conversion	36
Section 7: Consultations received from other institutions and organizations	36
7.1a Consultations received from other Government of Canada institutions.....	36
7.1b Number of consultation requests from other Government of Canada institutions carried into next reporting period	36
7.1c Consultations received from other organizations.....	37
7.1b Number of consultation requests from from other organizations carried into next reporting period	37
7.2 Recommendations and completion time for consultations received from other Government of Canada institutions	38
7.3 Recommendations and completion time for consultations received from other organizations outside Government of Canada.....	38



Section 8: Completion time of consultations on Cabinet confidences	39
8.1 Requests with Legal Services for all sizes	39
8.2 Requests with Privy Council Office.....	39
Section 9: Complaints and investigation notices received	40
9.1 Investigations	40
Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIB).....	40
10.1 Privacy Impact Assessments	40
10.2 Institution-specific and Central Personal Information Banks	40
Section 11: Privacy breaches	41
11.1 Material privacy breaches reported	41
11.2 Non-material privacy breaches.....	41
Section 12: Resources related to the <i>Privacy Act</i>	41
12.1 Allocated costs	41
12.2 Human resources	42



List of tables

Table 1 – Requests responded to within legislated timelines	8
Table 2 – Completion time for privacy requests	8
Table 3 – Number of active requests	9
Table 4 – Active complaints by year	9
Table 5 – Disposition of requests	10
Table 6 – Percentage breakdown of channel of requests	11
Table 7 – Format of release packages	12

List of abbreviations and acronyms

Abbreviation/Acronym	Definition
ATIP	Access to Information and Privacy
Act, the	<i>Privacy Act</i>
IAA	<i>Impact Assessment Act</i>
IAAC	Impact Assessment Agency of Canada
OPI	Office of Primary Interest
PIA	Privacy Impact Assessment
PIB	Personal Information Bank
Registry, the	Canadian Impact Assessment Agency Registry
RFP	Request for Proposal
SACC	Standard Acquisition Clauses and Conditions
SIN	Social Insurance Number
TBS	Treasury Board of Canada Secretariat



Introduction

The *Privacy Act* (the Act) provides Canadian citizens and people present in Canada the right to have access to information about them that is held by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how government will collect, use, store, disclose, and dispose of any personal information.

This report is submitted in accordance with Section 72(1) of the Act, which requires every head of a federal government institution to submit a report to Parliament on the administration of the Act within their institution during the reporting period. It presents an overview of the *Privacy Act* activities carried out within the Impact Assessment Agency of Canada during the reporting period of April 1, 2023 to March 31, 2024.

The IAAC is a federal body that reports to the Minister of Environment and Climate Change Canada. Under the *Impact Assessment Act* (IAA), the IAAC is the lead federal organization responsible for conducting and administering environmental and impact assessments. The IAAC is also the Crown coordinator for Indigenous consultation on designated projects. In leading these assessments, the IAAC is responsible for assessing the positive and negative environmental, economic, social, health, and gender effects of designated projects.

Established in 1994, the IAAC came into being to prepare for the implementation of the Canadian Environmental Assessment Act, which came into effect in early 1995. The IAAC is a federal body accountable to the Minister of Environment and Climate Change Canada. The IAAC provides high-quality impact assessments that contribute to informed decision making, in support of sustainable development. The IAAC is the responsible authority for most federal impact assessments. The current Impact Assessment Act came into force on August 28, 2019 and its accompanying regulations provide the legislative framework for impact assessments.



Organizational Structure

The provision of Access to Information and Privacy (ATIP) services in the IAAC is under the Chief Information Officer organization and is directly managed by the Program Manager who reports to the President through the Vice President, Corporate Services, to fulfill the IAAC's *Privacy Act* responsibilities. The Impact Assessment Agency of Canada was not party to any service agreement pursuant to section 96 of the Act during the reporting period of April 1, 2023 to March 31, 2024.

During 2023-2024 reporting period, there were 0.5 FTEs working on Privacy related files.

The ATIP Team has administered the Act by:

- Receiving privacy requests under the Act, creating request files and tracking the processing of requests using AccessPro Case Management software;
- Sending statutory notices to applicants, third parties, and the Privacy Commissioner;
- Conducting necessary consultations;
- Processing Privacy records for disclosure under the Act, in response to requests;
- Responding to privacy requests for correction of personal information held by the IAAC;
- Providing training and advice to IAAC officials on interpretation and application of the legislation;
- Negotiating the resolution of formal complaints;
- Advising applicants, third parties and complainants of their rights and obligations under the legislation;
- Managing and reporting on privacy breaches;
- Annually updating and publicly reporting the Personal Information Banks under the IAAC's control;
- Conducting/securing Privacy Impact Assessments in support of the Act and associated Regulations, Policies and Directives of Justice Canada and the Treasury Board of Canada Secretariat (TBS);
- Responding to Parliamentary Questions related to the administration of the Act;
- Compiling statistics; and
- Preparing, submitting and posting the IAAC's annual report to Parliament on the administration of the Act.

Delegation Order

For the purposes of the Act, the IAAC's "head of the institution" as defined in Section 3 of the Act is the President of the IAAC.



The responsibilities associated with the administration of the Act are delegated to the senior executive officers reporting directly to the President (Vice-presidents and General Counsel), as well as the Access to Information and Privacy Coordinator by the President for the effective administration of the program. The decision-making responsibility for the application of the various provisions of the Act is formally established and outlined in the departmental Delegation of Authority Instrument, which can be found under Appendix A.

Performance 2023-2024

The Statistical Report on Access to Information requests processed by the IAAC from April 1, 2023 to March 31, 2024 is included in Appendix B of this report. The following sections provide an overview of key data on the IAAC's performance for the year with some explanations, interpretations and analysis of the Statistical Report for 2023-2024.

Percentage of requests responded to within legislated timelines

Of the 2 requests closed during the 2023-2024 period, 2 were closed within the legislated timeline. This represents a percentage of 100%.

Table 1 – Requests responded to within legislated timelines

Number of requests closed within legislated timelines	2
Percentage of requests closed within legislated timelines (%)	100%

Number of completed requests

The two requests closed within the legislated timeline were abandoned by the requester.

Table 2 – Completion time for privacy requests

Number of days	Requests completed
1 to 15 days	1
16 to 30 days	0
31 to 60 days	1
More than 60 days	0
Total	2



Number of active requests

A total of one request was received during the 2023-2024 reporting period and one requests was carried over from 2022-2023.

Table 3 – Number of active requests

Fiscal year Active Requests Were Received	Active Requests that are Within Legislated Timelines as of March 31, 2023	Active Requests that are Beyond Legislated Timelines as of March 31, 2023	Total
Received in 2023-2024	1	0	1
Received in 2022-2023 or earlier	0	1	1
Total	1	1	2

Number of active complaints

As of the last day of the reporting period, there was one active complaint with the Privacy Commissioner of Canada, as identified in table 4.

Table 4 – Active complaints by year

Fiscal Year Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2023-2024	1
Received in 2022-2023 or earlier	0

Extensions

Section 15 of the Act allows institutions to extend the legislated timeframe for an additional 30 days if a search for responsive records cannot be completed within 30 days of receipt of the request, if the institution must consult with other institutions or third parties, or if translation is required.

In 2023-2024, the IAAC did not invoke any extension (beyond the initial 30 days) in the reporting period under 15(a)(i) interference with operations. No extensions were taken under 15(a)(ii) consultations, or 15(b) translation purposes or conversion.



Consultations completed for other institutions

No consultations were received from other Government of Canada institutions or other organizations in the 2023-2024 reporting year.

Completed requests

Of the two request, 100% (2) were abandoned.

Table 5 – Disposition of requests

Outcomes of completed requests	Number	Percentage
All disclosed	0	0%
Disclosed in part	0	0%
Nothing disclosed (All exempted)	0	0%
Nothing disclosed (All excluded)	0	0%
No records exist	0	0%
Request abandoned	2	100%
Neither confirmed nor denied	0	0%

Table 3.1, 'Disposition and completion time', and Table 3.5.2, 'Relevant pages processed per request disposition for paper and e-record formats by size of requests', located in Annex B, provide a further breakdown of the Table 5 above.

The IAAC's 2023-2024 Statistical Report on the *Privacy Act* for 2023-2024

Channels of privacy requests received

Table 6 shows a percentage breakdown of the channels for which requests made under the *Privacy Act* were received during the 2023-2024 reporting period. The request was received by email.

**Table 6 – Percentage breakdown of channel of requests**

Channel	Number	Percentage
Online	0	0%
E-mail	1	100%
Mail	0	0%
In person	0	0%
Phone	0	0%
Fax	0	0%
Total	1	100%

Informal requests

There were no informal requests made in the 2023-2024 reporting year.

Correction of personal information and notations

There were no requests for the correction of personal information or notations made in the 2023-2024 reporting year.

Disclosures under paragraphs 8(2)(m) of the *Privacy Act*

There were no disclosures pursuant to paragraphs 8(2)(m) of the *Privacy Act* made during the 2023-2024 reporting period.

Format of information released

Since the only two requests closed during the reporting period of 2023-2024 were abandoned, no information was disclosed.

**Table 7 – Format of release packages**

	2022-2023	2023-2024
Release format: paper	0	0
Release format: electronic	0	0
Percentage electronic	0%	0%

Exemptions and exclusions

The *Privacy Act* provides individuals with an enforceable right of access to their personal information, however, there are instances where certain limited and specific exemptions can be applied. The *Privacy Act* exemption that was applied most frequently was Section 26, which protects personal information of another individual, as defined by Section 3 of the Act. There was no instance of completed requests during the 2023 to 2024 fiscal year where this exemption was applied, as both requests were abandoned, and no information was disclosed. Additionally, no information within completed requests was redacted under section 12(1).

The *Privacy Act* also allows for the exclusion of certain types of information, such as records that are already available to the public (Section 69) and confidences of the King's Privy Council for Canada (Section 70). During the 2023 to 2024 reporting period, no exclusions under section 69 or section 70 were applied.

Translation

Consistent with previous fiscal years, the IAAC did not receive, nor did it process any requests in 2023–24 that required translation of responsive records.

The IAAC's Supplemental ATIP Statistical Report for 2023-2024

Capacity to receive requests

The IAAC had an uninterrupted service delivery and was able to receive requests for the full 52 weeks of the reporting period.

Capacity to process paper and electronic requests

The IAAC had an uninterrupted service delivery and was able to process records in all classification levels (i.e., classified, protected A, protected B and, secret) for the full 52 weeks of the reporting period.



Social Insurance Number

The IAAC has not collected nor used Social Insurance Numbers (SIN) for any new purposes in the 2023-2024 reporting period. This has no implications for the IAAC, as the collection, use, and disclosure of SIN is restricted, and TBS monitors their collection closely.

Universal access under the *Privacy Act*

The IAAC received nil requests from confirmed foreign nationals outside of Canada in 2023-2024.

Training and Awareness

IAAC employees are provided with training and guidance to assist them in fulfilling their duties under the Act. The ATIP Team provides advice and support on an as-needed basis.

Employees have been informed of the ATIP-related training offered by the Canada School of Public Service. Training and reference materials are made available to employees on the IAAC's Intranet site.

Policies, Guidelines and Procedures

There were no new policies, guidelines or procedures implemented during this reporting period.

Initiatives and Projects to Improve Privacy

The ATIP Team reviewed and updated the templates used for correspondence with Offices of Primary Interest (OPI) on an as-needed basis and has continued to streamline and improve the approval process for requests and consultations. In addition, the records retrieval procedure and the tasking process were also reviewed. More specifically, the Liaison roles and responsibilities under the Act have been further clarified, and guidance was provided on the obligation to provide recommendations and strong rationale to the ATIP team.

Summary of Key Issues and Actions Taken on Complaints

There was one complaint filed with the Office of the Privacy Commissioner of Canada during the reporting period. This complaint has resulted in an ongoing investigation and no appeal was filed with the Federal Court of Appeal.



Material Privacy Breaches

No material privacy breaches occurred during the 2023-2024 reporting period.

Privacy Impact Assessments

No Privacy Impact Assessments (PIA) were completed during the 2023-2024 reporting period.

Monitoring Compliance

Privacy requests

The IAAC continues to ensure compliance with the *Privacy Act* through effective monitoring mechanisms. Biweekly ATIP meetings ensure that privacy requests are managed effectively and responded to on time. Due to their sensitive nature, requests made under the *Privacy Act* are not included on the IAAC's weekly ATIP reports to the Vice-President, Corporate Services, and the IAAC's senior leadership; however, the ATIP Coordinator monitors the timeline of these requests closely.

Inter-institutional consultations

To ensure the IAAC limits inter-institutional consultations to only when required for the proper exercise of discretion or for an intention to disclose, ATIP Analysts are instructed to review records page by page when marking records requiring consultation. This ensures not only that the appropriate institutions are being consulted, but also to limit the number of pages an institution will receive. ATIP Analysts are also instructed to effectively communicate with the receiving institution prior to sharing records. Discussing with an analyst from the receiving institution prior to providing the request confirms whether the institution is indeed the correct receiving party, and also allows us to connect with an appropriate member of staff so that the request is not sent to a generic inbox (unless instructed otherwise). Further, all consultations containing personal information are marked as Protected B and sent via secured method (e.g., encrypted email, via Connect, or registered mail).

Frequently requested information

As required under the *Impact Assessment Act*, the IAAC facilitates public access to information and records related to environmental assessments, through the [Canadian Impact Assessment Agency Registry](#) (the Registry). Due to the nature of the IAAC's work, the frequency in which personal information is requested, and the manner in which it is held prevents the IAAC from posting anonymized data that would reduce the already small number of privacy requests received per year.



Procurement

Whilst the IAAC has not issued a Request for Proposal (RFP) that contained personal information, the IAAC does have a protocol in place to ensure appropriate protections are included in contracts, agreements and arrangements. All RFP's requesting personal information are to be referred to the ATIP team for review.

Supplemental general conditions are used only when the contractor must collect and/or use personal information about individuals to perform the work. Prior to their inclusion in a contract, contracting officers are instructed to consult with Legal Services to ensure they are necessary.

These conditions do not specifically address the numerous policies that apply to Canada's use and handling of personal information, such as the [Directive on Privacy Impact Assessment](#), the various Treasury Board policies concerning privacy and data protection, or the [Policy on Service and Digital](#), for example. Any additional requirements necessitated by these policies are reflected elsewhere in the contract.

Data Matching and Sharing Activities

There were no data matching or sharing activities undertaken during this reporting period.



Annexes

Annex A: Designation Order

DESIGNATION ORDER (*Privacy Act*)

As head of the Canadian Environmental Assessment Agency for purposes of the *Privacy Act*, I hereby designate, under section 73 of that Act, the officers and employees of the Canadian Environmental Assessment Agency, who hold the positions set out in the attached Annex, to exercise or perform all of the powers, duties or functions that are conferred upon me by the provisions of the *Privacy Act* specified in the aforementioned Annex.

Ron Hallman
President/Président
Canadian Environmental Assessment Agency/
Agence canadienne d'évaluation environnementale

ARRÊTÉ DE DÉLÉGATION (*Loi sur la protection des renseignements personnels*)

En tant que responsable de l'Agence canadienne d'évaluation environnementale aux fins de la *Loi sur la protection des renseignements personnels*, je délègue, en vertu de l'article 73 de cette Loi, à des cadres et employés de l'Agence canadienne d'évaluation environnementale qui détiennent les postes présentés à l'annexe ci-jointe, mes attributions conférées par les dispositions de la *Loi sur la protection des renseignements* spécifiées dans cette annexe.

23 July '14
Date

Annex to Designation Order (Privacy Act) Dated – July 2014
Annexe à l'Arrêté de délégation (Loi sur la protection des renseignements personnels) datée juillet 2014

The Access to Information and Privacy Coordinator and the Senior Executive Officers reporting directly to the President of the Canadian Environmental Assessment Agency are designated to exercise or perform all powers, duties or functions of the President as the head of the Canadian Environmental Assessment Agency under the provisions of the *Privacy Act* listed below. This designation replaces all previous delegation orders.

Toutes attributions du responsable de l'Agence canadienne d'évaluation environnementale conférées par les dispositions ci-dessous de la *Loi sur la protection des renseignements personnels* sont déléguées au Coordonnateur de l'accès à l'information et de la protection des renseignements personnels ainsi qu'aux Agents principaux exécutifs qui se rapportent au président de l'Agence canadienne d'évaluation environnementale. Le présent document remplace et annule tout arrêté antérieur.

8(2)(e)	Disclose personal information for law enforcement or investigation	Communiquer des renseignements personnels en vue de faire respecter les lois fédérales ou la tenue d'enquêtes licites
8(2)(m)	Disclose personal information in the public interest or in the interest of the individual	Communiquer des renseignements personnels pour des raisons d'intérêt public ou pour l'avantage d'un individu
8(4)	Retain copy of 8(2)(e) requests and disclosed records	Conserver une copie des demandes reçues en vertu de l'alinéa 8(2)e) et une mention des renseignements communiqués en vertu de cet alinéa
8(5)	Notify Privacy Commissioner of 8(2)(m) disclosures	Inform le Commissaire à la protection de la vie privée d'une communication en vertu de l'alinéa 8(2)m)
9(1)	Retain record of use	Faire un relevé des cas d'usage
9(4)	Notify Privacy Commissioner of consistent use and amend index	Aviser le Commissaire à la protection de la vie privée d'un usage compatible et modifier le répertoire
10(1)	Include personal information in personal information banks	Verser des renseignements personnels dans des fichiers de renseignements personnels
14(a)	Provide notice when access is requested	Répondre à une demande de communication
14(b)	Provide access to the information or part thereof	Donner accès à la totalité ou à une partie du document
15	Extend time limit	Proroger le délai
17(2)(b)	Cause translation or interpretation to be made	Demande qu'une traduction ou interprétation soit faite
18(2)	Apply exemption - Personal information contained in an exempt bank	Appliquer une exception - Renseignements personnels contenus dans un fichier inconsultable
19(1)	Apply exemption - Personal information obtained in confidence from other governments	Appliquer une exception - Renseignements personnels obtenus à titre confidentiel d'autres gouvernements
19(2)	Apply exemption - Personal information if the other government, organization or institution consents to the disclosure or makes the information public	Appliquer une exception - Renseignements personnels si l'autre gouvernement, organisation ou organisme consent à leur divulgation ou les rend publics
20	Apply exemption - Personal information injurious to the conduct of federal-provincial affairs	Appliquer une exception - Renseignements personnels dont la divulgation risque de porter préjudice à la conduite des

Annex to Designation Order (Privacy Act) Dated – July 2014
Annexe à l'Arrêté de délégation (Loi sur la protection des renseignements personnels) datée juillet 2014

		affaires fédérales-provinciales
21	Apply exemption - Personal information injurious to international affairs or defense	Appliquer une exception - Renseignements personnels dont la divulgation risque de porter préjudice à la conduite des affaires internationales ou à la défense
22(1)	Apply exemption - Personal information injurious to law enforcement or investigation	Appliquer une exception - Renseignements personnels dont la divulgation risque de porter préjudice à l'application de la loi ou aux enquêtes
22(2)	Apply exemption - Personal information obtained or prepared by the RCMP while performing policing services for a province or municipality	Appliquer une exception - Renseignements personnels obtenus ou préparés par la GRC dans l'exercice de fonctions de police provinciale ou municipale
22 (3)	Apply exemption - Personal information requested under subsection 12(1) that was created for the purpose of making a disclosure under the <i>Public Servants Disclosure Protection Act</i> or in the course of an investigation into a disclosure under that Act.	Appliquer une exception - Renseignements personnels demandés au titre du paragraphe 12(1) qui ont été créés en vue de faire une divulgation au titre de la <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i> ou dans le cadre d'une enquête menée sur une divulgation en vertu de cette loi.
23	Apply exemption - Personal information prepared by an investigative body for security clearances	Appliquer une exception - Renseignements personnels préparés par un organisme d'enquête lors des enquêtes de sécurité
24	Apply exemption - Personal information collected by the Canadian Penitentiary Service, the National Parole Service or the National Parole Board while individual was under sentence	Appliquer une exception - Renseignements personnels obtenus par le Service canadien des pénitenciers, le Service national des libérations conditionnelles ou la Commission nationale des libérations conditionnelles pendant que l'individu était sous le coup d'une condamnation
25	Apply exemption - Personal information which could threaten the safety of individuals	Appliquer une exception - Renseignements personnels dont la divulgation risquerait de nuire à la sécurité des individus
26	Apply exemption - Personal information about another individual	Appliquer une exception - Renseignements personnels qui portent sur un autre individu
27	Apply exemption - Personal information subject to solicitor-client privilege	Appliquer une exception - Renseignements personnels protégés par le secret professionnel qui lie un avocat à son client
28	Apply exemption - Personal information relating to the individual's physical or mental health	Appliquer une exception - Renseignements personnels sur l'état physique ou mental d'un individu
31	Receive notice of intention of investigation by the Privacy Commissioner	Recevoir les avis d'enquête du commissaire à la protection de la vie privée
33(2)	Make representations to the Privacy Commissioner in the course of an investigation	Présenter des observations au commissaire à la protection de la vie privée au cours d'une enquête
35	Give notice to the Information Commissioner of action taken/to be taken to implement recommendations and provide access to complainant after 35(1)(b) notice	Aviser par écrit le Commissaire à l'information des mesures prises ou envisagées pour la mise en œuvre des recommandations et accorder l'accès aux renseignements au plaignant après un avis donné en vertu de l'alinéa 35(1)b).

**Annex to Designation Order (Privacy Act) Dated – July 2014****Annexe à l'Arrêté de délégation (Loi sur la protection des renseignements personnels) datée juillet 2014**

36(3)	Receive Privacy Commissioner's report of findings of investigation of exempt bank	Recevoir du commissaire à la protection de la vie privée un rapport ou il présente ses conclusions au sujet d'une enquête sur un fichier inconsultable
37(3)	Receive report of Privacy Commissioner's findings after compliance investigation	Recevoir du commissaire à la protection de la vie privée un rapport ou il présente ses conclusions à la suite d'une vérification portant sur l'application de la Loi
51(2)(b)	Request that hearing be held in the National Capital Region	Demander qu'une audition ait lieu dans la région de la capitale nationale
51(3)	Request and be given opportunity to make representations in section 51 hearings	Demander et obtenir le droit de présenter des arguments lors des auditions en vertu de l'article 51
70(1)	Exclusion - Confidences of the Queen's Privy Council for Canada	Exclusion - Renseignements confidentiels du Conseil privé de la Reine pour le Canada
72(1)	Prepare annual report to Parliament	Établir le rapport d'application de la Loi pour présentation au Parlement
77	Fulfill any responsibilities that are conferred upon the head of the institution by the regulations made under section 77 and are not included above	S'acquitter des responsabilités qui sont attribuées par règlement au responsable de l'institution fédérale en vertu de l'article 77 et qui ne sont pas incluses ci-dessus



Annex B: Statistical Report on the *Privacy Act*

Name of institution: Impact Assessment Agency of Canada

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Requests under the *Privacy Act*

1.1a Number of requests received

	Number of Requests
Received during reporting period	1
Outstanding from previous reporting periods	1
Outstanding from more than one reporting period	0
Total	2

1.1b Number of requests carried into next reporting period

	Number of Requests
Closed during reporting period	2
Carried over to next reporting period within legislated timeline	0
Carried over to next reporting period beyond legislated timeline	0



1.2 Channels of requests

Source	Number of Requests
Online	0
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
Total	1

Section 2: Informal requests

2.1a Number of informal requests received

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting periods	0
Outstanding from more than one reporting period	0
Total	0

2.1b Number of informal requests carried into next reporting period

	Number of Requests
Closed during reporting period	0
Carried over to next reporting period	0



2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3 Completion time of informal requests

Timeframe	Number of Requests
1 to 15 Days	0
16 to 30 Days	0
31 to 60 Days	0
61 to 120 Days	0
121 to 180 Days	0
181 to 365 Days	0
More Than 365 Days	0
Total	0



2.4 Pages released informally

	Number of Requests	Number of Pages
Less Than 100 Pages Released	0	0
100-500 Pages Released	0	0
501-1000 Pages Released	0	0
1001-5000 Pages Released	0	0
More Than 5000 Pages Released	0	0

Section 3: Requests closed during the reporting period

3.1 Disposition and completion time

	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	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
No records exist	0	0	0	0	0	0	0	0
Request abandoned	1	0	1	0	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	1	0	1	0	0	0	0	2



3.2 Number of exemptions per section of the Act

Section of the Act	Number of Requests Exempted
18(2)	0
19(1)(a)	0
19(1)(b)	0
19(1)(c)	0
19(1)(d)	0
19(1)(e)	0
19(1)(f)	0
20	0
21	0
22(1)(a)(i)	0
22(1)(a)(ii)	0
22(1)(a)(iii)	0
22(1)(b)	0
22(1)(c)	0
22(2)	0
22.1	0
22.2	0
22.3	0
22.4	0
23(a)	0
23(b)	0



Section of the Act	Number of Requests Exempted
24(a)	0
24(b)	0
25	0
26	0
27	0
27.1	0
28	0

3.3 Number of exclusions per section of the Act

Section of the Act	Number of Requests Excluded
69(1)(a)	0
69(1)(b)	0
69.1	0
70(1)	0
70(1)(a)	0
70(1)(b)	0
70(1)(c)	0
70(1)(d)	0
70(1)(e)	0
70(1)(f)	0
70.1	0



3.4 Format of information released

Format	Number of Requests
Paper	0
Electronic: E-record	0
Electronic: Data set	0
Electronic: Video	0
Electronic: Audio	0
Other	2

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper and e-record formats

	Number
Number of Pages Processed	0
Number of Pages Disclosed	0
Number of Requests	2

3.5.2 Relevant pages processed per request disposition for paper and e-record formats by size

All disclosed	Number of Requests	Number of Pages
Less Than 100 Pages	0	0
100-500 Pages	0	0
501-1000 Pages	0	0
1001-5000 Pages	0	0
More Than 5000 Pages	0	0



Disclosed in part	Number of Requests	Number of Pages
Less Than 100 Pages	0	0
100-500 Pages	0	0
501-1000 Pages	0	0
1001-5000 Pages	0	0
More Than 5000 Pages	0	0

All exempted	Number of Requests	Number of Pages
Less Than 100 Pages	0	0
100-500 Pages	0	0
501-1000 Pages	0	0
1001-5000 Pages	0	0
More Than 5000 Pages	0	0

All excluded	Number of Requests	Number of Pages
Less Than 100 Pages	0	0
100-500 Pages	0	0
501-1000 Pages	0	0
1001-5000 Pages	0	0
More Than 5000 Pages	0	0



Request abandoned	Number of Requests	Number of Pages
Less Than 100 Pages	2	0
100-500 Pages	0	0
501-1000 Pages	0	0
1001-5000 Pages	0	0
More Than 5000 Pages	0	0

Neither confirmed nor denied	Number of Requests	Number of Pages
Less Than 100 Pages	0	0
100-500 Pages	0	0
501-1000 Pages	0	0
1001-5000 Pages	0	0
More Than 5000 Pages	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

	Number
Number of Minutes Processed	0
Number of Minutes Disclosed	0
Number of Requests	0



3.5.4 Relevant minutes processed per request disposition for audio formats for all sizes of requests

Disposition	Number of Requests	Minutes processed
All disclosed	0	0
Disclosed in part	0	0
All exempted	0	0
All excluded	0	0
Request abandoned	0	0
Neither confirmed nor denied	0	0
Total	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

	Number
Number of Minutes Processed	0
Number of Minutes Disclosed	0
Number of Requests	0



3.5.6 Relevant minutes processed per request disposition for video formats for all sizes of requests

Disposition	Number of Requests	Minutes processed
All disclosed	0	0
Disclosed in part	0	0
All exempted	0	0
All excluded	0	0
Request abandoned	0	0
Neither confirmed nor denied	0	0
Total	0	0

3.5.7 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



3.6 Closed requests

3.6.1 Requests closed within legislated timelines

	Number
Number of requests closed within legislated timelines	2
Percentage of requests closed within legislated timelines (%)	100%

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Principal Reason	Number of requests closed past the legislated timelines
Interference with operations/ Workload	0
External Consultation	0
Internal Consultation	0
Other	0
Total	0



3.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline 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

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0



Section 4: Disclosure under Subsection 8(2) and 8(5)

4.1 Disclosure

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

Section 5: Requests for correction of personal information and notations

5.1 Disposition for correction requests received

	Number
Notations attached	0
Requests for correction accepted	0
Total	0



Section 6: Extensions

6.1a Reasons for extensions under 15(a)(i) interference with operations

	Number
Further review required to determine exemptions	0
Large volume of pages	0
Large volume of requests	0
Documents are difficult to obtain	0
Total	0

6.1b Reasons for extensions under 15(a)(ii) consultations

	Number
Cabinet Confidence Section (Section 70)	0
External	0
Internal	0
Total	0

6.1c Reasons for extensions under 15(b) translation purposes or conversion

	Number
Translation purposes or conversion	0
Total	0



6.2a Length of extensions under 15(a)(i) interference with operations

	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain
1 to 15 days	0	0	0	0
16 to 30 days	0	0	0	0
31 days or greater	0	0	0	0
Total	0	0	0	0

6.2b Length of extensions under 15(a)(ii) consultations

	Cabinet Confidence Section (Section 70)	External	Internal
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 days or greater	0	0	0
Total	0	0	0



6.2c Length of extensions under 15(b) translation purposes or conversion

Translation purposes or conversion	
1 to 15 days	0
16 to 30 days	0
31 days or greater	0
Total	0

Section 7: Consultations received from other institutions and organizations

7.1a Consultations received from other Government of Canada institutions

	Number of Requests	Number of Pages to Review
Received during reporting period	0	0
Outstanding from previous reporting periods	0	0
Total	0	0

7.1b Number of consultation requests from other Government of Canada institutions carried into next reporting period

	Number of Requests	Number of Pages to Review
Closed during reporting period	0	0
Carried over to next reporting period within legislated timeline	0	0
Carried over to next reporting period beyond legislated timeline	0	0



7.1c Consultations received from other organizations

	Number of Requests	Number of Pages to Review
Received during reporting period	0	0
Outstanding from previous reporting periods	0	0
Total	0	0

7.1b Number of consultation requests from other organizations carried into next reporting period

	Number of Requests	Number of Pages to Review
Closed during reporting period	0	0
Carried over to next reporting period within legislated timeline	0	0
Carried over to next reporting period beyond legislated timeline	0	0



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

	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	Total
Disclose entirely	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

7.3 Recommendations and completion time for consultations received from other organizations outside Government of Canada

	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	Total
Disclose entirely	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0



Section 8: Completion time of consultations on Cabinet confidences

8.1 Requests with Legal Services for all sizes

Number of Days	Number of Requests	Pages Disclosed
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

8.2 Requests with Privy Council Office

Number of Days	Number of Requests	Pages Disclosed	Size
1 to 15	0	0	n/a
16 to 30	0	0	n/a
31 to 60	0	0	n/a
61 to 120	0	0	n/a
121 to 180	0	0	n/a
181 to 365	0	0	n/a
More than 365	0	0	n/a
Total	0	0	n/a



Section 9: Complaints and investigation notices received

9.1 Investigations

Section	Quantity
Section 31	1
Section 33	0
Section 35	0
Court Action	0
Total	1

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIB)

10.1 Privacy Impact Assessments

	Number
Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

	Active	Created	Terminated	Modified
Institution Specific	0	0	0	0
Central	0	0	0	0
Total	0	0	0	0



Section 11: Privacy breaches

11.1 Material privacy breaches reported

	Number
Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

11.2 Non-material privacy breaches

	Number
Number of non-material privacy breaches	0

Section 12: Resources related to the *Privacy Act*

12.1 Allocated costs

Expenditures	Amount
Salaries	\$39,000
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$39,000



12.2 Human resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.500
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and IAAC personnel	0.000
Students	0.000
Total	0.500