



PrairiesCan

ANNUAL REPORT TO PARLIAMENT

Administration of the
Privacy Act

2024-2025



Prairies Economic
Development Canada

Développement économique
Canada pour les Prairies

Canada



This publication showcases how Prairies Economic Development Canada (PrairiesCan) administers its responsibilities under the *Privacy Act*.

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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.

Bill C-58, An Act to amend the *Access to Information Act* and the *Privacy Act* and to make consequential amendments to other Acts received royal assent on June 21, 2019. This resulted in the most significant amendments to the Act since it came into force in 1983.

The new legislation amends the *Privacy Act* to, among other things:

- create a new exception to the definition of “personal information” with respect to certain information regarding an individual who is a ministerial adviser or a member of ministerial staff
- authorize government institutions to provide other government institutions with services related to requests for personal information
- expand the Governor in Council’s power to amend the schedule to the Act and to retroactively validate amendments to that schedule¹

This annual report is tabled in Parliament in accordance with section 72 of the *Privacy Act* and describes how Prairies Economic Development Canada (PrairiesCan) administered its responsibilities for the reporting period.

¹ Government of Canada. LEGISinfo, Government Bill (House of Commons) C-58 (42-1) - Royal Assent - *An Act to amend the Access to Information Act and the Privacy Act and to make consequential amendments to other Acts* - Parliament of Canada, 2020. Accessed July 3, 2022.
<https://www.parl.ca/DocumentViewer/en/42-1/bill/C-58/royal-assent>



DEPARTMENTAL MANDATE

Prairies Economic Development Canada (PrairiesCan) was established on August 06, 2021, to support economic growth and diversification in the prairie provinces and advance the interests of the region in national economic policy, programs, and projects through four key roles:

- **Investor:** create jobs and growth through strategic investments and targeted initiatives
- **Advisor:** inform economic decision-making and advocate for Prairie interests
- **Pathfinder:** help people navigate federal economic programs and services
- **Convenor:** connect economic actors to support collaboration and growth

PrairiesCan is overseen by the Minister of Emergency Management and Community Resilience and the Minister responsible for Prairies Economic Development Canada.

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

DEPARTMENTAL STRUCTURE

PrairiesCan employs 370 individuals across the prairies and in Ottawa, including economists, commerce officers and policy analysts. Specialists in such areas as communications, corporate administration, financial management, human resources, information management & technology, and procurement, provide policy and programs analysts with support. PrairiesCan is headquartered in Edmonton, Alberta.

The Alberta region is served by two regional offices; one is in Edmonton (headquarters) and another regional office in Calgary. Additionally, there are three satellite offices maintained in Fort McMurray, Grande Prairie, and Lethbridge.

The Saskatchewan region is served by one regional office located in Saskatoon and two satellite offices located in Regina and Prince Albert.

The Manitoba region is served by one regional office located in Winnipeg and two satellite offices located in Brandon and Thompson.

PrairiesCan does not have any non-operational subsidiaries during this reporting period.



ADMINISTRATION OF THE ACT

ACCESS TO INFORMATION AND PRIVACY CENTRE OF EXPERTISE

The Human Resources and Corporate Services unit (HRCS) is responsible for a broad range of services, including Access to Information and Privacy, as administered by the PrairiesCan ATIP Centre of Expertise (ACoE). HRCS is part of the Finance and Corporate Management Directorate located in Edmonton, Alberta.

The ATIP Coordinator, who is supported by an ATIP Team Lead and two ATIP Advisors, oversees the ACoE, in addition to Corporate Services within the department. The ACoE also leads Information Management initiatives such as litigation holds and Info Source. No additional reporting or monitoring of privacy files is conducted by other departmental officials due to the confidential nature of these activities.

The ACoE provides all access and privacy services to the department. No ATIP contractors or consultants were retained during the reporting period. The team is responsible for the administration of the ATIP program and services including:

- implementing and managing the access and privacy program and services, such as developing, coordinating, and implementing policies, guidelines, systems, and procedures to manage the department's compliance with access to information and privacy legislation;
- responding to all requests submitted under the *Access to Information Act* (ATIA) and the *Privacy Act* (PA);
- interpreting legislation, reviewing applicable jurisprudence, and developing severing rationales to support delegated decision makers in the disclosure or non-disclosure of information;
- conducting consultations with other federal government departments, other levels of government and third parties with respect to access to information and privacy issues;
- promoting awareness of the legislation to ensure departmental responsiveness to statutory obligations;
- monitoring and advising on departmental compliance with the legislation, regulations, procedures, and policies; and
- acting on behalf of the Department in interactions with the Treasury Board Secretariat (TBS), the Information Commissioner, the Privacy Commissioner, and other government organizations.

Compliance is facilitated by ATIP Liaison Officers in regional offices and corporate units, who coordinate the identification and retrieval of responsive records, and provide input on disclosure considerations under the *Access to Information Act* and the *Privacy Act*.



DELEGATION OF AUTHORITY

The current delegation order was issued December 02, 2021, in accordance with subsection 95(1) of the *Access to Information Act*. The Minister responsible for Prairies Economic Development Canada delegated full powers, authorities, and responsibilities to the:

- Executive Director, Finance and Corporate Management
- Director General, Human Resources & Corporate Services
- Director, Corporate Services (Access to Information and Privacy Coordinator)

The delegation also extends limited authority to the ATIP Officers ([Annex C](#)).

The ACoE is accountable for the development, coordination and implementation of policies, guidelines, systems, and procedures to manage the department's compliance with the Acts. Compliance is also facilitated by an ATIP Liaison Officer in each regional office and corporate business unit who will liaise with the ACoE concerning access to information and privacy related enquiries. Each of these officers is responsible for searching for and retrieving records responsive to requests received under the *Privacy Act*. The ACoE is responsible for implementing and managing the ATIP program and services for PrairiesCan, including all decisions on the disclosure or non-disclosure of information pursuant to the legislation.

POLICIES, GUIDELINES, AND PROCEDURES

The ATIP Centre of Expertise regularly reviews various internal guidelines, procedures, and business practices to ensure alignment with Treasury Board Secretariat (TBS)'s privacy-related policies and directives. In accordance with section 4.2.3 of TBS's [Policy on Privacy Protection](#), PrairiesCan initiated a new process to sever personal information from client documentation where the information is not required for a program or activity.

Pursuant to subsection 8(4) of the *Privacy Act*, the ACoE continues work to put in place a procedure for tracking disclosures under paragraph 8(2)(e) of the *Privacy Act*. The anticipated implementation date for this new procedure is scheduled for the 2025-2026 reporting period.

INITIATIVES AND PROJECTS TO IMPROVE PRIVACY

In 2024, the ACoE initiated the AMANDA request processing software project which will modernize the department's current ATIP case management system. The new software will support efficiency and security in access and privacy request processing. The project is intended to be implemented prior to June 2026, replacing the AccessPro Case Management (APCM) software that is currently used.



In conjunction, PrairiesCan leads the interdepartmental AMANDA Community of Practice group, which convenes monthly to discuss questions related to the case management software. The group is composed of interdisciplinary representatives from federal institutions as well as the Treasury Board Secretariat ATIP RPSS, Public Services and Procurement, and the software vendor.

The ACoE conducts an annual review of the department's personal information banks (PIBs). The PIB review is an initiative that assists with identifying collections of personal information in PrairiesCan. It serves as an annual reminder for employees to keep privacy in mind for routine activities and programs.

TRAINING AND AWARENESS

The ACoE continuously provides informal training to enhance department awareness and knowledge of privacy issues. Many of the training sessions are provided on an ad-hoc basis, with certain sessions being designed to address specific business and operational needs of the individual groups.

The team regularly provides advice on the application of access to information and privacy legislation to departmental employees who must review relevant records requested under the *Privacy Act*. The ACoE also provides privacy compliance advice on institutional projects and activities involving the collection, use and disclosure of personal information.

The team makes various resources available for PrairiesCan employee regarding routine activities that require privacy considerations. For example, the ACoE produced two internal guidance documents for senior management and executives on the handling of employee personal information.

In this reporting period, the ACoE partnered with IT Security and Information Management to offer department employees a session on privacy considerations in the use of artificial intelligence (AI) technologies. Program specific training was also provided on the topic of protecting privacy when conducting focus groups.

Each year, the ACoE promotes awareness of privacy rights through Privacy Awareness Week and Data Privacy Week campaigns. For the 2024-2025 fiscal year, the Privacy Awareness Week campaign focused on embedding privacy into program development. A choose-your-own-adventure activity led participants through developing a funding program with privacy in mind. Data Privacy Week focused on the theme "Put Privacy First!" Information was shared on how employees can practice putting privacy first in their daily work.

The ACoE also composes and shares a weekly summary of access to information and privacy related activities, topics and/or relevant articles to ensure the team remains up to date within the field of privacy.



The team develops their professional practice through participation in training sessions, conferences and seminars organized by the TBS or by various associations on matters relating to both access and privacy. These exchanges provided updates for employees in the development of the access to information and privacy profession and upcoming trends in this area.

STATISTICS AND PERFORMANCE

OVERVIEW

PrairiesCan received and completed two privacy requests in the 2024-2025 fiscal year. The requests were completed within 15 days of receipt, representing 100% response rate within legislated timelines.

No privacy requests were carried over from the previous reporting period of 2023-2024.

Table 1: FY 2024-2025 Request Completion Time

REQUEST COMPLETION TIME (DAYS)						Total	Compliance
1-30	31-60	61-120	121-180	181-365	>365	2	100%
2	0	0	0	0	0		

One request was disclosed entirely, and one request was abandoned by the requestor.

No extensions were taken for the two privacy requests completed.

As of the last day of reporting period, there are no active privacy requests. Therefore, no privacy requests were carried over to the 2025-2026 fiscal year.

No privacy consultations were received or completed during the reporting period.

SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

In January 2025, the Office of the Privacy Commissioner (OPC) confirmed the resolution of twenty-two privacy complaints originally filed in the 2022-2023 and 2023-2024 fiscal years. Eleven of the complaints alleged PrairiesCan refused to provide access to the complainant's personal information on the grounds that the institution did not provide a response to their request within the time limits specified in the Privacy Act. The Office of the Privacy Commissioner (OPC) closed the investigations during this reporting period, determining that the complaints were not well-founded.

Eleven of the complaints alleged that PrairiesCan inappropriately invoked exemptions under sections 12(1) and 26 of the Privacy Act, and that PrairiesCan failed to disclose



all the information sought (missing records). The Office of the Privacy Commissioner closed the investigations during this period, determining that one complaint regarding missing records was well-founded; however, the portion of the complaint regarding the application of exemptions was not well-founded. The remaining ten complaints were discontinued.

PRIVACY BREACHES

A material breach is a privacy breach that could reasonably create a real risk of significant harm to an individual. PrairiesCan did not have a material privacy breach resulting from a disclosure of PrairiesCan data during the 2024-2025 fiscal year.

However, the ACoE facilitated breach response activities related to the BGRS/SRVA and MHS International Canada privacy breaches, which impacted the personal information of certain federal employees. The activities included identifying and notifying affected individuals on behalf of responsible agencies.

The ACoE investigated five non-material privacy incidents during the reporting period. The incidents involved misdirected emails as well as the unauthorized disclosure of personal information. Two incidents were determined to be not well-founded, while three were resolved by following investigation and mitigation steps outlined in PrairiesCan's Privacy Breach Handbook.

PRIVACY IMPACT ASSESSMENTS

PrairiesCan did not complete formal Privacy Impact Assessments (PIAs) during the reporting period.

ACoE regularly reviews new technologies, software, and activities to ensure PrairiesCan programs and activities integrate the department privacy protocols and compliance measures that align with privacy legislation, policy, and directives. These reviews are known as Privacy Compliance Reviews (PCR) and Software Service Assessments (SSA).

In the 2024-2025 reporting period, the ACoE completed twelve PCRs and seven SSAs on activities related to an information sharing agreement, surveys, social media, as well as department recognition programs.

PUBLIC INTEREST DISCLOSURES

No disclosures were made under paragraph 8(2)(m) of the *Privacy Act* during the reporting period.



MONITORING COMPLIANCE

The ACoE monitors its compliance with Privacy Act request timelines via a software solution (AccessPro Case Management). A weekly report is created and disseminated to ATIP Liaisons and senior management with responsibilities for access and privacy activities. No personal information is included in the weekly report.

In conjunction with PrairiesCan Information Management, Information Security, and Procurement teams as well as Department of Justice, Legal Services Unit, ACoE reviews programs to ensure software and services as well as contracts, agreements, and arrangements with external entities include appropriate privacy compliance measures.

OPERATIONAL COSTS ASSOCIATED WITH ADMINISTERING THE ACT

PrairiesCan's costs for administering the Privacy Act include a portion of the salaries of the following positions:

- Executive Director, Finance & Corporate Management
- Director General, Human Resources and Corporate Services
- Director, Human Resources and Corporate Services, ATIP Coordinator

Costs include salaries for the Corporate Service Advisor (ATIP Team Lead) and three ATIP Analysts as well as related expenditures such as support from regional ATIP Liaisons, departmental subject matter expert reviews, and services billed by the Department of Justice Canada.

1.55 full-time equivalents (FTEs) were dedicated to PrairiesCan's Privacy program. The total cost for the administration of the Privacy Act was \$138,836, representing a significant increase from the previous year's total of \$11,846.

This reflects ACoE's shift toward more privacy centric activities and includes costs for team salaries and program areas support for activities such as internal privacy consultations, compliance reviews, incident response, and privacy training.



ANNEX A – STATISTICAL REPORT

STATISTICAL REPORT ON THE *PRIVACY ACT*

Name of institution: Prairies Economic Development Canada (PrairiesCan)

Reporting period: April 1, 2024 to March 31, 2025

SECTION 1: REQUESTS UNDER THE *PRIVACY ACT*

1.1 Number of requests

		Number of Requests
Received during reporting period		2
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		2
Closed during reporting period		2
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of Requests
Online	1
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
Total	2



SECTION 2: INFORMAL REQUESTS

2.1 Number of informal requests

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

Completion Time							
0 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
0	0	0	0	0	0	0	0

2.4 Pages released informally

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



SECTION 3: REQUEST CLOSED DURING THE REPORTING PERIOD

3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	0 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	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 transferred	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	2

3.2 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	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 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



3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	1	0	0	0	0

3.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
26	26	2

3.5.2 Relevant pages processed and disclosed per request disposition for paper, e-record, and dataset formats by size of requests

Disposition	Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-500 Pages Released		More Than 5000 Pages Released	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	1	26	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
No records exist	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	2	26	0	0	0	0	0	0	0	0



3.5.3 Relevant minutes processed and disclosed for audio formats

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

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less Than 60 Minutes Processed		60-120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

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



3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60-120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	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 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

Number of requests closed past the legislated timelines	Principle Reason			
	Interference with operations/Workload	External Consultation	Internal Consultation	Other
0	0	0	0	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: DISCLOSURES UNDER SUBSECTIONS 8(2) AND 8(5)

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



SECTION 5: REQUESTS FOR CORRECTION OF PERSONAL INFORMATION AND NOTATIONS

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

SECTION 6: EXTENSIONS

6.1 Reasons for extensions and dispositions of requests

Number of extensions taken	15(a)(i) Interference with operations				15(a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence (Section 70)	External	Internal	
0	0	0	0	0	0	0	0	0

6.2 Length of extensions

Number of extensions taken	15(a)(i) Interference with operations				15(a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater								0
Total	0	0	0	0	0	0	0	0



SECTION 7: CONSULTATIONS RECEIVED FROM OTHER INSTITUTIONS AND ORGANIZATIONS

7.1 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
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	0 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	
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



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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	0 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	
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

SECTION 8: COMPLETION TIME OF CONSULTATIONS ON CABINET CONFIDENCES

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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



8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 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

SECTION 9: COMPLAINTS AND INVESTIGATIONS NOTICES RECEIVED

9.1 Investigations

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

SECTION 10: PRIVACY IMPACT ASSESSMENTS (PIAs) AND PERSONAL INFORMATION BANKS (PIBs)

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	1	0	0	0
Central	0	0	0	0
Total	1	0	0	0



SECTION 11: RESOURCES RELATED TO THE *PRIVACY ACT*

11.1 Material Privacy Breaches reported

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 of non-material privacy breaches	5
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SECTION 12: RESOURCES RELATED TO THE *PRIVACY ACT*

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$138,836
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$138,836

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.500
Part-time and casual employees	0.000
Regional staff	0.050
Consultants and agency personnel	0.000
Students	0.000
Total	1.550



ANNEX B – SUPPLEMENTAL STATISTICS

SUPPLEMENTAL STATISTICAL REPORT ON THE *ACCESS TO INFORMATION ACT* AND THE *PRIVACY ACT*

Name of institution: Prairies Economic Development Canada (PrairiesCan)

Reporting period: April 1, 2024 to March 31, 2025

SECTION 1: REQUESTS CARRIED OVER AND ACTIVE COMPLAINTS UNDER THE *ACCESS TO INFORMATION ACT*

1.1 Requests carried over to next reporting period, broken down by reporting period received

Reporting Period Requests Carried Over Were Received	Requests Carried Over that are <i>Within</i> Legislated Timelines as of March 31, 2025	Requests Carried Over that are <i>Beyond</i> Legislated Timelines as of March 31, 2025	Total
Received in 2024-25	0	0	0
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16 or earlier	0	0	0
Total	0	0	0



1.2 Active complaints with the Information Commissioner of Canada, broken down by reporting period received

Reporting Period Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2024-25	0
Received in 2023-24	11
Received in 2022-23	11
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16 or earlier	0
Total	22

SECTION 2: REQUESTS CARRIED OVER AND ACTIVE COMPLAINTS UNDER THE PRIVACY ACT

2.1 Requests carried over to next reporting period, broken down by reporting period received

Fiscal year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2025	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2025	Total
Received in 2024-25	0	0	0
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16 or earlier	0	0	0
Total	0	0	0



2.2 Active complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Reporting Period Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2024-25	0
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16 or earlier	0
Total	0

SECTION 3: SOCIAL INSURANCE NUMBER

Has your institution begun a new collection or a new consistent use of the SIN in 2024-25?	No
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SECTION 4: UNIVERSAL ACCESS UNDER THE *PRIVACY ACT*

How many requests were received from foreign nationals outside of Canada in 2024-25?	0
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ANNEX C – DELEGATION ORDER



Prairies Economic
Development Canada

Développement économique
Canada pour les Prairies

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 responsible for Prairies Economic Development Canada, pursuant to subsection 95(1) of the Access to Information Act and subsection 73(1) of the 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 Prairies Economic Development 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.

Le ministre responsable de Développement économique des Prairies, en vertu du paragraphe 95(1) de la Loi sur l'accès à l'information et du paragraphe 73(1) de la Loi sur la protection des renseignements personnels, désigne par la présente les personnes occupant les postes indiqués dans les annexes ci-jointes, ou les personnes occupant ces postes par intérim, pour exercer les pouvoirs et les fonctions du ministre à la tête de Développement économique des Prairies, en vertu des dispositions des lois et des règlements connexes indiqués dans l'annexe correspondant à chaque poste. Cette désignation remplace tous les arrêtés de délégation antérieurs.

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/Pleine autorité	Full Authority/Pleine autorité
Director General, Human Resources & Corporate Services / Directeur général, Ressources humaines et services généraux	Full Authority/Pleine autorité	Full Authority/Pleine autorité
Access to Information and Privacy Coordinator / Coordonnateur de l'accès à l'information et de la protection des renseignements personnels	Full Authority/Pleine autorité	Full Authority/Pleine autorité
ATIP Officer / Agente de l'AIPRP	Section / Disposition; 9; 11(2); 27(1) and (4); 28(1), (2) and (4); 33; 43(1), 44(2) and/et 6(1) of Regulations / du règlements	Section / Disposition: 15

Dated, at the City of Ottawa this 2nd day of December, 2021
Signé à Ottawa, le 2^{ème} jour de Décembre, 2021

THE HONOURABLE DAN VANDAL
MINISTER OF PRAIRIES ECONOMIC DEVELOPMENT CANADA

L'HONORABLE DAN VANDAL
MINISTRE RESPONSABLE DE DÉVELOPPEMENT ÉCONOMIQUE DES PRAIRIES

Canada