



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada



2020-2021

ANNUAL REPORT TO PARLIAMENT
Administration of the *Privacy Act*

TABLE OF CONTENTS

Introduction	3
Administration of the Act	4
Departmental Mandate	4
Departmental Structure	4
Access to Information and Privacy (ATIP)	4
Delegation of Authority	6
Departmental Policies and Procedures	6
Training and Outreach	6
Trends and Statistics	7
Requests Received Pursuant to the <i>Privacy Act</i>	7
Operational Costs Associated with Administering the Act	7
Annex A - Statistical Report	8
Annex B – Delegation Order	16

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.

Bill C-58, *An Act to amend the Access to Information Act and the Privacy Act* received royal assent on June 21, 2019, making important improvements to the openness and transparency of government. These are 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 a ministerial staff
- authorize government institutions to provide to other government institutions 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 Western Economic Diversification Canada 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 17, 2020. <https://www.parl.ca/DocumentViewer/en/42-1/bill/C-58/royal-assent>

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 organization².

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

The ATIP Coordinator, who is supported by the Deputy ATIP Coordinator, one Corporate Services Advisor, and one ATIP Officer, oversees WD's ATIP Centre of Expertise. The Coordinators fulfill their responsibilities in addition to numerous other functions within the department. The Corporate Services Advisor and ATIP Officer process all access and privacy requests.

² On November 20, 2019, the Minister of Innovation, Science and Economic Development was sworn in as the Minister of Innovation, Science and Industry. On the same day, the Minister of Economic Development and Official Languages was sworn in and became responsible for Western Economic Diversification Canada. At the time of this report, the *Access to Information Act* and *Privacy Act* delegation order, signed June 10, 2016, was still in effect.

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

- 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 obligations 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 privacy-related activities undertaken by the ATIP Centre of Expertise in 2020-2021, include:

ACTIVITY	*TOTAL
Review of parliamentary questions and responses	52
OTHER ACTIVITIES	
Update the ATIP intranet site	√
Preparing and tabling annual reports and statistical reports	√
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	√

*questions/reviews/emails/reports etc.

The ATIP Centre of Expertise monitors all personal information requests. 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 old *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 Director, Corporate Services and Human Resources (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 2020–2021 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

The following training activities, relevant to privacy and personal information, were administered by WD's ATIP Officer in the reporting period:

Office of Primary Interest feedback on records – exemptions and exclusions, general request process
Provided to the Deputy Minister's Office
Four attendees

Notice of release and approval process, applying exemptions and exclusions
Alberta Region and the Policy and Strategic Direction business group
Twelve attendees

TRENDS AND STATISTICS

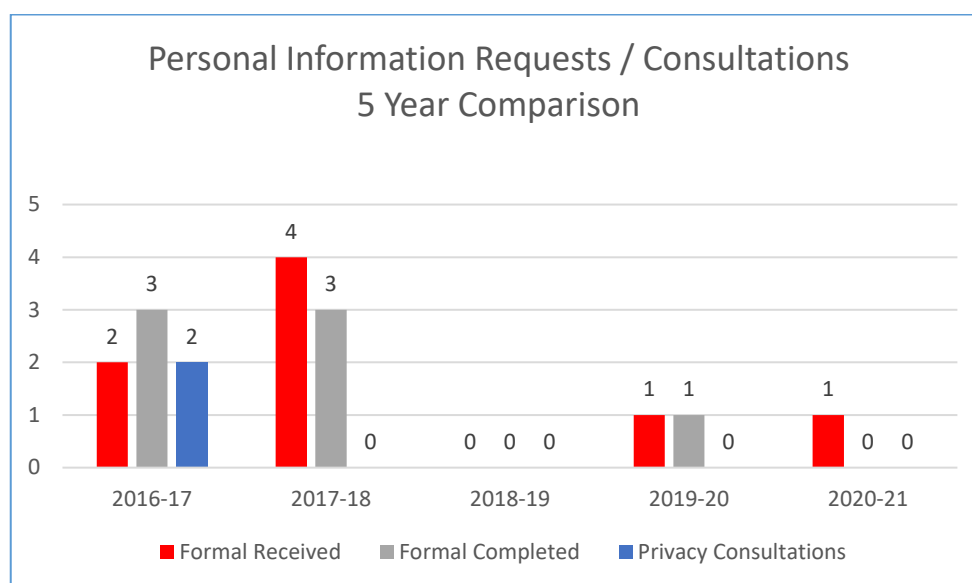
The following overview provides a summary of the details found in the 2020-2021 statistical report (Annex A).

- WD traditionally receives few requests for personal information and privacy requests typically relate to human resource issues or staffing actions.
- WD did not receive any privacy consultations during the reporting period and no privacy breaches were reported in fiscal year 2020-2021 .

REQUESTS RECEIVED PURSUANT TO THE PRIVACY ACT

WD received one request for personal information pursuant to the *Privacy Act* during this reporting period. That request was carried forward to the next fiscal year and subsequently abandoned

The accompanying chart shows the number of formal requests for personal information received, 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

There was only one privacy request received during the period of this report. However, The ATIP Centre of expertise conducted a number of privacy activities including the internal reviews and interviews to respond to an investigation by the Office of the Privacy Commissioner into a GCKey cyberattack³. These costs are reported in the annual statistical report (see Annex A). The total cost reported was \$3,780.

³ Office of the Privacy Commissioner of Canada. *Announcement: Commissioner Launches Investigations into Cyberattacks on Canada Revenue Agency and Other Federal Organizations*. October 13, 2020. Accessed June 28, 2021. https://www.priv.gc.ca/en/opc-news/news-and-announcements/2020/an_201013/.

ANNEX A – Statistical Report

Statistical Report on the *Privacy Act*

Name of institution: Western Economic Diversification Canada

Reporting period: 4/1/2020 to 3/31/2021

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	1
Outstanding from previous reporting period	0
Total	1
Closed during reporting period	0
Carried over to next reporting period	1

Section 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

TBS/SCT 350-63

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	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

Paper	Electronic	Other
0	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

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

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
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	0	0	0	0	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

2.6 Closed requests

2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

2.7 Deemed refusals

2.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.7.2 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 Timelines 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

2.8 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 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

Section 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

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Number of requests where an extension was 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 (Section 70)	External	Internal	
0	0	0	0	0	0	0	0	0

5.2 Length of extensions

Length of Extension	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 (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 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and

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 to the next reporting period	0	0	0	0

Section 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and

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 to the next 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

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

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages	
	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 8: Complaints and Investigations Notices Received

Section 21	Section 33	Section 35	Court action	Total
0	0	0	0	0

Section 8: Complaints and Investigations Notices Received

Section 21	Section 33	Section 35	Court action	Total
0	0	0	0	0

Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)
9.1 Privacy Impact Assessment:

Number of PIA(s) completed	0
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9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	0	0	0	0

Section 10: Material Privacy Breaches

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

Section 11: Resources Related to the *Privacy Act*
11.1 Costs

Expenditures		Amount
Salaries		\$2,558
Overtime		\$0
Goods and Services		\$1,222
• Professional services contracts	\$874	
• Other	\$348	
Total		\$3,780

11.2 Human Resources

Resources	Dedicated to Privacy Activities
Full-time employees	0.030
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.010
Students	0.000
Total	0.040

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