



Agence spatiale  
canadienne Canadian Space  
Agency



ANNUAL REPORT  
TO PARLIAMENT  
ON THE  
ADMINISTRATION  
OF THE

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PRIVACY ACT

2013-2014

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## INTRODUCTION

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The *Privacy Act* became law on July 1, 1983.

The *Privacy Act* extends to individuals the right of access to information about themselves held by the government, subject to specific and limited exceptions. The Act also protects the privacy of individuals by preventing others from having access to their personal information and gives individuals substantial control over its collection, use and disclosure.

Section 72 of the *Privacy Act* requires that the head of every government institution prepares for submission to Parliament, an annual report on the administration of the Act within the institution during each financial year.

This report is intended to describe how the Canadian Space Agency administered its responsibilities during the period covered by the report in relation to the Act.

**GENERAL INFORMATION**

**PART I**

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## A. GENERAL INFORMATION – PART I

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### 1) CANADIAN SPACE AGENCY

To better understand the context in which the *Privacy Act* is implemented, the following presents background information about the Canadian Space Agency.

The Canadian Space Agency reports to the Minister of Industry.

The mission of the Canadian Space Agency is as follows:

"The Canadian Space Agency is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity".

To achieve this, the Agency promotes an environment where all levels of the organization:

- Pursue excellence collectively;
- Advocate a client-oriented attitude;
- Support employee-oriented practices and open communications;
- Commit to both empowerment and accountability;
- Pledge to cooperate and to work with partners to our mutual benefit.

The Agency brings together most of the existing space programs of the federal government. It coordinates all elements of Canada's Space Program and manages major space-related activities in Canada. The Canadian Space Agency has the expertise to lead knowledge in Canadian specialty fields, and to sponsor, support and encourage the best Canadian companies to make the next steps in space development.

More information on the Agency's activities can be found at <http://www.asc-csa.gc.ca/eng/default.asp>

## 2) ORGANIZATION FOR THE IMPLEMENTATION OF PRIVACY ACTIVITIES

The head of our institution pursuant to the *Privacy Act* is the Minister of Industry. The Minister has delegated certain powers, duties and functions pursuant to the Act to the Vice President and to some officers and employees of the Canadian Space Agency.

Operational responsibility for the implementation of the Act at the Canadian Space Agency has been delegated to the Access to Information and Privacy (ATIP) Coordinator who reports to the Vice President.

The Coordinator manages the ATIP Office. The Coordinator has a close working relationship with Executive Committee members concerning the application of, and compliance with the Act.

When a Privacy request is received, the Coordinator consults the appropriate managers and, as required, the Legal Services Directorate, the Treasury Board Information Practices Group or other institutions. When the Coordinator identifies a record as one that should be exempted under the Act, a recommendation to that effect is made to the Vice President.

When a record is identified as exclusion under the *Privacy Act*, the Coordinator consults with the Legal Services Directorate to confirm that it is an excluded record.

Formal requests made under the Act are carefully documented for reporting purposes and future reference.

The Library at Headquarters in Longueuil makes available to the public the current version of Info Source, as well as departmental publications and manuals as requested under Section 11 of the *Privacy Act*. The current version of Info Source can also be found at: <http://www.asc-csa.gc.ca/eng/transparency/default.asp>

**REPORT**  
*PRIVACY ACT*  
**PART II**

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## **B. REPORT – *PRIVACY ACT* - PART II**

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### **1) HIGHLIGHTS**

- No new project or program required that CSA carry out a Privacy Impact Assessment (PIA) for the period covered by this report.
- The ATIP Coordinator monitors the activities that could lead to these assessments and informs employees in regards to their obligations concerning personal information and PIA.
- During this reporting year, the majority of CSA's section 8(2) disclosures were made pursuant to subsection 8(2)(a). No disclosure was made in 2013-2014 pursuant to subsection 8(2)(m).
- No material privacy breach occurred during the reporting period. Should it occur, the Canadian Space Agency would follow their official guidelines which require that the Agency notifies the Office of the Privacy Commissioner of Canada and Treasury Board Secretariat.
- A copy of the Delegation Order is attached at the end of this document.

### **2) STATISTICS REPORT**

The statistics report for the period of April 1, 2013 to March 31, 2014, is included at the end of this chapter.

### **3) REQUESTS RECEIVED**

The ATIP Office has received nine privacy requests and none were outstanding from the previous period. Eight requests were processed during the period covered by this report and one was carried over to the next reporting period. The eight requests were processed within the thirty days limit.

Monitoring of the time required to process privacy requests is done by the ATIP Coordinator on a case by case basis and the ATIP Coordinator advises the Manager, Information Management when required. No request for the correction of personal information was received during the reporting period. Should it occur, the ATIP Coordinator would advise the Manager, Information Management and the Director responsible for this information of the correction requested.

### **4) COMPLAINTS**

The Canadian Space Agency has not received any complaint and there were no unresolved complaint during the period covered by this report.

### **5) USE AND DISCLOSURE**

The policy of the Canadian Space Agency concerning the use of personal information is that such information is used for the purpose for which it was obtained or compiled or for a use consistent with that purpose.



6) **EXEMPT BANKS**

The Canadian Space Agency has no exempt bank under the *Privacy Act*.

7) **AWARENESS SESSION**

In addition to the management of Privacy requests, the ATIP Coordinator provides advice and guidance to CSA employees on compliance with the legislation. This is done by means of weekly information sessions on Privacy requests processing and on the handling of sensitive documents at CSA. The employees attend these sessions as needed. Twenty sessions were held and twenty-two employees attended.

8) **POLICIES AND PROCEDURES**

The policies and procedures for the *Privacy Act* are accessible on the Agency's Intranet. CSA did not add or modify any of the procedures or policies during the reporting period.

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**STATISTICS REPORT**

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**Privacy Act**

**APRIL 1, 2013 TO MARCH 31, 2014**

**Statistical Report on the *Privacy Act***Name of institution: Canadian Space AgencyReporting period: 2013-04-01 to 2014-03-31**PART 1 – Requests under the *Privacy Act***

	Number of Requests
Received during reporting period	9
Outstanding from previous reporting period	0
<b>Total</b>	<b>9</b>
Closed during reporting period	8
Carried over to next reporting period	1

**PART 2 – Requests closed during the reporting period****2.1 Disposition and completion time**

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	3	5	0	0	0	0	0	8
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
<b>Total</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>

**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	8
19(1)(f)	0	22.1	0	27	2
20	0	22.2	0	28	0
21	0	22.3	0		

### 2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
69(1)(a)	0	70(1)(a)	0	70(1)(d)	0
69(1)(b)	0	70(1)(b)	0	70(1)(e)	0
69.1	0	70(1)(c)	0	70(1)(f)	0
				70.1	0

### 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	8	0	0
<b>Total</b>	<b>8</b>	<b>0</b>	<b>0</b>

### 2.5 Complexity

#### 2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	0	0	0
Disclosed in part	3292	3292	8
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0

#### 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	3	269	2	289	1	561	2	2173	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>269</b>	<b>2</b>	<b>289</b>	<b>1</b>	<b>561</b>	<b>2</b>	<b>2173</b>	<b>0</b>	<b>0</b>

### 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	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

### 2.6 Deemed refusals

#### 2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
0	0	0	0	0

#### 2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **PART 3 – Disclosures under subsection 8(2)**

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

**PART 4 – Requests for correction of personal information and notations**

	Number
Requests for correction received	0
Requests for correction accepted	0
Requests for correction refused	0
Notations attached	0

**PART 5 – Extensions**

**5.1 Reasons for extensions and disposition of requests**

Disposition of requests where an extension was taken	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	0	0	1	0

**5.2 Length of extensions**

Length of extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	1	0
<b>Total</b>	0	0	1	0

## **PART 6 – Consultations received from other institutions and organizations**

### **6.1 Consultations received from other government institutions and organizations**

<b>Consultations</b>	<b>Other government institutions</b>	<b>Number of pages to review</b>	<b>Other organizations</b>	<b>Number of pages to review</b>
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

### **6.2 Recommendations and completion time for consultations received from other government institutions**

<b>Recommendation</b>	<b>Number of days required to complete consultation requests</b>							<b>Total</b>
	<b>1 to 15 days</b>	<b>16 to 30 days</b>	<b>31 to 60 days</b>	<b>61 to 120 days</b>	<b>121 to 180 days</b>	<b>181 to 365 days</b>	<b>than 365 days</b>	
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
<b>Total</b>	0	0	0	0	0	0	0	0

### **6.3 Recommendations and completion time for consultations received from other organizations**

<b>Recommendation</b>	<b>Number of days required to complete consultation requests</b>							<b>Total</b>
	<b>1 to 15 days</b>	<b>16 to 30 days</b>	<b>31 to 60 days</b>	<b>61 to 120 days</b>	<b>121 to 180 days</b>	<b>181 to 365 days</b>	<b>than 365 days</b>	
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
<b>Total</b>	0	0	0	0	0	0	0	0

**PART 7 – Completion time of consultations on Cabinet confidences**

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

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

**8.1 Costs**

Expenditures		Amount
Salaries		\$4 851
Overtime		\$0
Goods and Services		\$569
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$0	
• Other	\$569	
<b>Total</b>		<b>\$5 420</b>

**8.2 Human Resources**

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0,05	0,00	0,05
Part-time and casual employees	0,00	0,00	0,00
Regional staff	0,00	0,00	0,00
Consultants and agency personnel	0,00	0,00	0,00
Students	0,00	0,00	0,00
<b>Total</b>	0,05	0,00	0,05



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**DELEGATION ORDER**

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**Privacy Act**

## Privacy Act / Loi sur la protection des renseignements personnels

### CANADIAN SPACE AGENCY

Privacy  
Delegation Order

I, the undersigned, James Moore, Minister of Industry, in my capacity as head of the Canadian Space Agency for the purposes of the Privacy Act and pursuant to section 73 of the Act, hereby designate the persons holding the positions set out in the schedule attached hereto, to exercise the powers and perform the duties and functions of the head of a government institution, under the sections of the *Act* set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders.

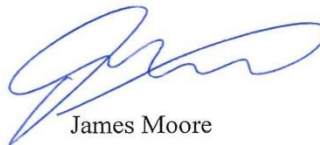
### AGENCE SPATIALE CANADIENNE

Décret de délégation en vertu de la  
protection des renseignements personnels

En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, je, soussigné, James Moore, ministre de l'Industrie, en ma qualité de responsable de l'Agence spatiale canadienne pour l'application de la *Loi sur la protection des renseignements personnels*, délègue, par la présente, aux titulaires des postes mentionnés à l'annexe ci-jointe, les attributions dont le responsable d'une institution fédérale est investi par les articles de la *Loi* mentionnés dans la liste en regard de chaque poste. Le présent décret de délégation remplace et annule tout décret antérieur.

And I have signed in \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_

Et j'ai signé à \_\_\_\_\_, ce \_\_\_\_ jour de \_\_\_\_\_, \_\_\_\_



James Moore

Minister of Industry  
Ministre de l'Industrie

<b>Schedule to the Delegation Order</b>				
<b>Sections of the Act</b>	<b>Powers, Duties or Functions</b>	<b>Vice President</b>	<b>Manager Information Management</b>	<b>ATIP Coordinator</b>
8(2)(j)	Disclosure for research purposes	✓	✓	
8(2)(m)	Disclosure in the public interest or in the interest of the individual	✓	✓	
8(4)	Copies of requests under 8(2)(e) to be retained	✓	✓	✓
8(5)	Notice of disclosure under 8(2)(m)	✓	✓	
9(1)	Record of disclosures to be retained	✓	✓	✓
9(4)	Consistent uses	✓	✓	✓
10	Personal information to be included in personal information banks	✓	✓	✓
14	Notice where access requested	✓	✓	
15	Extension of time limits	✓	✓	✓
17(2)(b)	Language of access	✓	✓	✓
17(3)(b)	Access to personal information in alternative format	✓	✓	✓
18(2)	Exemption (exempt bank) - Disclosure may be refused	✓	✓	
19(1)	Exemption - Personal information obtained in confidence	✓	✓	
19(2)	Exemption - Where authorized to disclose	✓	✓	
20	Exemption - Federal-provincial affairs	✓	✓	
21	Exemption - International affairs and defence	✓	✓	

22	Exemption - Law enforcement and investigation	✓	✓	
22.3	Exemption - <i>Public Servants Disclosure Protection Act</i>	✓	✓	
23	Exemption - Security clearances	✓	✓	
24	Exemption - Individuals sentenced for an offence	✓	✓	
25	Exemption - Safety of individuals	✓	✓	
26	Exemption - Information about another individual	✓	✓	
27	Exemption - Solicitor-client privilege	✓	✓	
28	Exemption - Medical record	✓	✓	
31	Notice of intention to investigate	✓	✓	✓
33(2)	Right to make representation	✓	✓	
35(1)	Findings and recommendations of Privacy Commissioner (complaints)	✓	✓	
35(4)	Access to be given	✓	✓	✓
36(3)	Report of findings and recommendations (exempt banks)	✓	✓	
37(3)	Report of findings and recommendations (compliance review)	✓	✓	
51(2)(b)	Special rules for hearings	✓	✓	
51(3)	<i>Ex parte</i> representations	✓	✓	
72(1)	Report to Parliament	✓	✓	✓

<b>Privacy Regulations</b>				
9	Reasonable facilities and time provided to examine personal information	✓	✓	✓
11(2)	Notification that correction to personal information has been made	✓	✓	✓
11(4)	Notification that correction to personal information has been refused	✓	✓	✓
13(1)	Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	✓	✓	
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	✓	✓	