

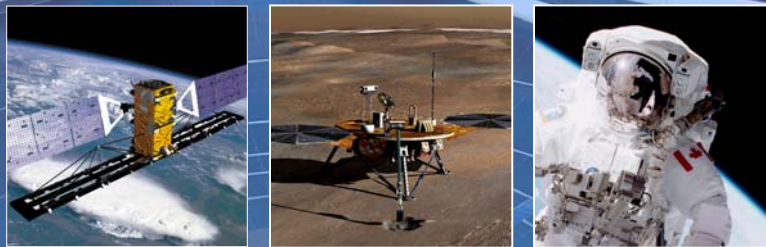


Annual Report to Parliament
on the Administration of the

Access to Information Act

and

Privacy Act



2006-2007

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INTRODUCTION

The *Access to Information Act* and the *Privacy Act* (ATIP) became law on July 1, 1983.

The *Access to Information Act* gives Canadian citizens, permanent residents and any person present in Canada, the right of access to information contained in government records, subject to certain specific and limited exceptions.

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 *Access to Information Act* and Section 72 of the *Privacy Act* require that the head of every government institution prepare for submission to Parliament, an annual report on the administration of the Acts 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 Acts.

GENERAL INFORMATION

PART I

A. GENERAL INFORMATION – PART I

1) CANADIAN SPACE AGENCY

To better understand the context in which the *Access to Information Act* and the *Privacy Act* are 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:

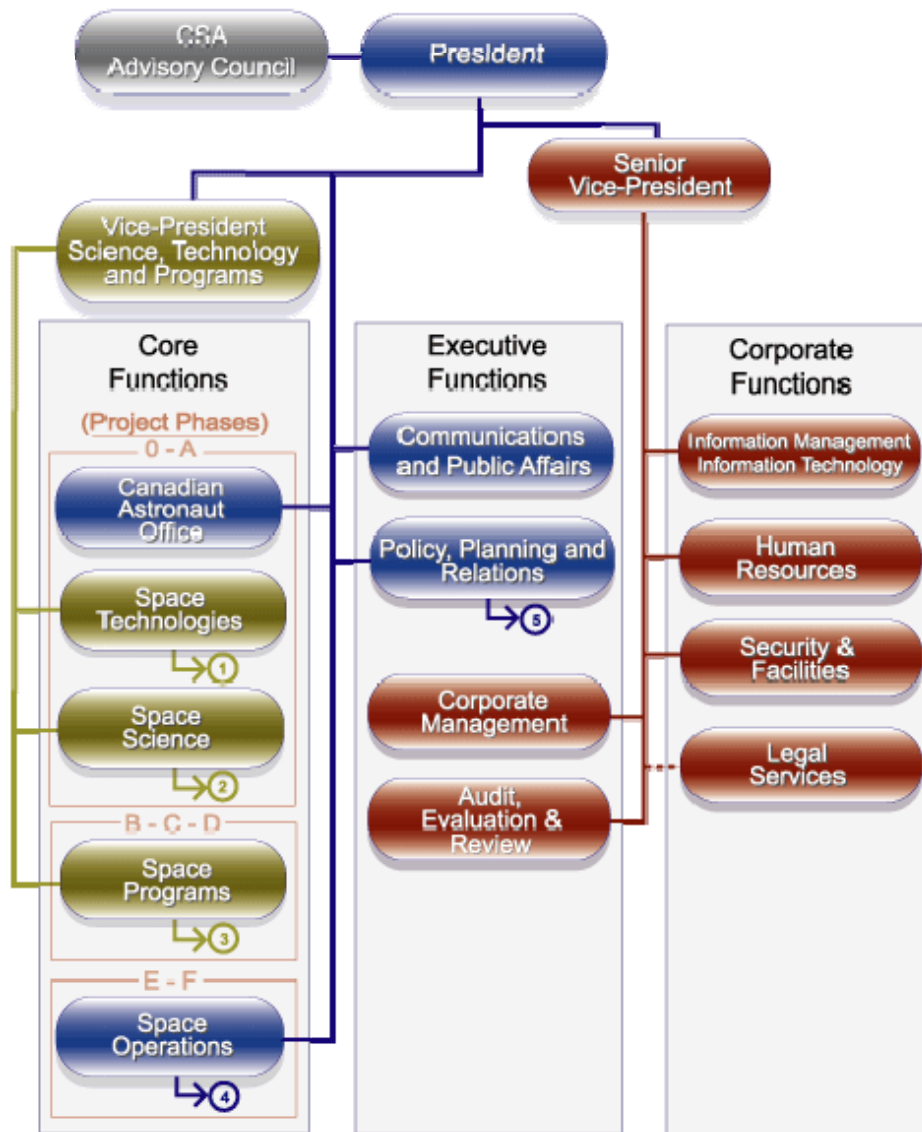
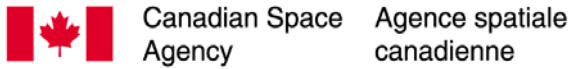
"The Canadian Space Agency is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity".

To achieve this, the Canadian Space Agency is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.

- 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 www.space.gc.ca

2) ORGANIZATION CHART



This organization chart shows the major organizational components of the Agency for the reporting year. The Access to Information and Privacy Office is located at the Canadian Space Agency's Headquarters situated in Longueuil, Quebec.

3) ORGANIZATION FOR THE IMPLEMENTATION OF ATIP ACTIVITIES

The head of our institution pursuant to the *Access to Information Act* and the *Privacy Act* (ATIP) is the Minister of Industry. The Minister has delegated certain powers, duties and functions pursuant to the two Acts to the Senior Vice-President and to some officers and employees of the Canadian Space Agency.

Operational responsibility for the implementation of the Acts at the Canadian Space Agency has been delegated to the Access to Information and Privacy Coordinator who reports to the Chief, Information Officer.

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

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

When a record is identified as exclusion under the Access to Information Act, the Coordinator consults with the Privacy Council Office to confirm that it is an excluded record.

Formal requests made under the Acts 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 71 of both the *Access to Information Act* and the *Privacy Act*. The current version of Info Source can also be found at: http://www.infosource.gc.ca/index_e.asp.

REPORT ON THE
ACCESS TO INFORMATION ACT
PART II

B. REPORT – ACCESS TO INFORMATION ACT - PART II

1) HIGHLIGHTS

- During this report year, the Canadian Space Agency has received 19 requests from across Canada under the *Access to Information Act*. There were two outstanding requests from the previous period. One request was carried forward to be processed in the next reporting period.
- Out of 19 requests received, 10.5% originated from the media, 79% from the public and 10.5% were from businesses.
- Records were "all disclosed" in 16% of the responses to requests received and completed during this period.
- Records were disclosed in part in 58% of the cases.
- There were six requests that we were unable to process because no identifiable records existed.
- Extensions were claimed in eight cases for consultation with other departments and in one case to consult third parties.
- Consultations from other Government Institutions amounted to 27.
- No complaint was lodged during the 2006-2007 reporting year.
- During this period, the ATIP Coordinator, together with the Information Security Committee, organized awareness sessions on handling sensitive documents at the CSA. Information sessions on ATIP are also given on a regular basis.
- A copy of the Delegation Order is attached at the end of this document. This delegation is currently being revised, following a reorganization at CSA.

2) STATISTICS REPORT

The statistics report from the period April 1, 2006 to March 31, 2007 is included at the end of this chapter.

3) INTERPRETATION /EXPLANATION OF THE STATISTICS

a. Requests received

Nineteen requests have been received during 2006-2007. Eighteen have been processed and one has been carried forward to be processed in the next reporting period.

b. Sources of requests received

These are broken down as per their source as follows:

Number		Percentage
Media	2	10.5 %
Business	15	79.0 %
Public	2	10.5 %
	<hr/>	<hr/>
	19	100 %

These are broken down by province as follows:

Number		Percentage
Ontario	17	89 %
Québec	02	11 %
	<hr/>	<hr/>
	19	100 %

4) DISPOSITION OF REQUESTS

a. Transfers

Since no other federal institutions were considered to be affected by any requests during this period, none were transferred.

b. Abandoned

There was no request abandoned by the applicant.

c. Unable to proceed

We were unable to process six requests because no identifiable records existed.

d. Completion time

The completion time can be summarized as follows:

	Number	Percentage
30 days or under	9	45%
31 to 60 days	8	40%
61 to 120 days	1	5%
121 days or over	2	10%
	-----	-----
	20	100 %

e. Extensions

Extensions were requested in eight cases for consultation with other departments and in one case for consultation with third parties.

f. Release and method of access

Access was given by providing copies to requesters in 14 cases.

5) FEE WAIVERS

The ATIP Coordinator determines, on a case-by-case basis the fee to be charged for an extensive or complex request.

During the period covered by this report, the ATIP Office was not required to recommend that the Senior Vice-President waive the requirement to pay any fees other than the application fees.

6) FORMAL / INFORMAL REQUESTS

During the reporting period, no request was treated informally.

The ATIP Office considers informal any requests that are for material already released in response to previous access to information requests, as well as documents that are already available to the public.

7) CONSULTATIONS FROM OTHER FEDERAL INSTITUTIONS

Twenty-seven consultation requests were received under the *Access to Information Act* from other federal institutions during this reporting period. These requests are always given priority within the time constraints that apply to each of them.

8) EXCEPTIONS AND EXCLUSIONS

During the period covered by this report, there was no need to exclude records subject to Section 69 of the Act.

9) COSTS

The cost of administering the *Access to Information Act* is estimated at \$67,497 for the reporting period. This cost represents a portion of the salary of the ATIP Coordinator and management overhead. It also includes a small amount to cover office supplies. This estimate covers the direct processing of requests and related correspondence with different levels of government and industry.

It does not include the time of the Executive Committee members, directors and managers or legal counsel consulted about requests. Some requests require consultation with various officers to decide how the requested information can be extracted, and with the applicant to determine exactly what information is requested. It does not include the cost of time spent in searching for records.

10) COMPLAINTS / INVESTIGATIONS

No complaints were filed with the Office of the Information Commissioner during the year 2006-2007.

11) AWARENESS SESSIONS

In addition to the management of Access and Privacy requests, the ATIP Coordinator provides advice and guidance to CSA employees on compliance with the legislation. This is done by means of information sessions, and, by maintaining dialogue on ATIP request processing and on the handling of sensitive documents at CSA.

12) POLICIES AND PROCEDURES

The CSA policies and procedures for *the Access to Information Act*, including Section 67.1, are accessible on the Agency's Intranet.

STATISTICS REPORT
ACCESS TO INFORMATION ACT
APRIL 1, 2006 TO MARCH 31, 2007



Institution Agence spatiale canadienne / Canadian Space Agency				Reporting period / Période visée par le rapport 2006-2007	
Source	Media / Médias 2	Academia / Secteur universitaire 0	Business / Secteur commercial 15	Organization / Organisme 0	Public 2

I Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information	
Received during reporting period / Reçues pendant la période visée par le rapport	19
Outstanding from previous period / En suspens depuis la période antérieure	2
TOTAL	21
Completed during reporting period / Traitées pendant la période visées par le rapport	20
Carried forward / Reportées	1

II Disposition of requests completed / Disposition à l'égard des demandes traitées					
1.	All disclosed / Communication totale	3	6.	Unable to process / Traitement impossible	6
2.	Disclosed in part / Communication partielle	11	7.	Abandoned by applicant / Abandon de la demande	0
3.	Nothing disclosed (excluded) / Aucune communication (exclusion)	0	8.	Treated informally / Traitement non officiel	0
4.	Nothing disclosed (exempt) / Aucune communication (exemption)	0	TOTAL		20
5.	Transferred / Transmission	0			

II Exemptions invoked /
I Exceptions invoquées

S. Art. 13(1)(a)	2	S. Art. 16(1)(a)	0	S. Art. 18(b)	0	S. Art. 21(1)(a)	9
(b)	0	(b)	0	(c)	0	(b)	3
(c)	0	(c)	1	(d)	0	(c)	4
(d)	0	(d)	0	S. Art. 19(1)	10	(d)	4
S. Art. 14	0	S. Art. 16(2)	0	S. Art. 20(1)(a)	0	S. Art. 22	0
S. 15(1) International rel. / Relations intern.	2	S. Art. 16(3)	0	(b)	1	S. Art. 23	1
Défence / Défense	0	S. Art. 17	0	(c)	4	S. Art. 24	0
Subversive activities / Activités subversives	0	S. Art. 18(a)	0	(d)	2	S. Art. 26	0

I Exclusions cited /
V Exclusions citées

S. Art. 68(a)	0	S. Art. 69(1)(c)	0
(b)	0	(d)	0
(c)	0	(e)	0
S. Art. 69(1)(a)	0	(f)	0
(b)	0	(g)	0

V Completion time /
Délai de traitement

30 days or under / 30 jours ou moins	9
31 to 60 days / De 31 à 60 jours	8
61 to 120 days / De 61 à 120 jours	1
121 days or over / 121 jours ou plus	2

V Extensions /
I Prorogations des délais

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche	0	0
Consultation	6	2
Third party / Tiers	1	0
TOTAL	7	2

VI Translations /
I Traduction

Translations requested / Traductions demandées		0
Translations prepared / Traductions préparées	English to French / De l'anglais au français	0
	French to English / Du français à l'anglais	0

VII Method of access /
I Méthode de consultation

Copies given / Copies de l'original	14
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

I Fees /
X Frais

Net fees collected / Frais net perçus		
Application fees / Frais de la demande	100.00	Preparation / Préparation 0
Reproduction	0	Computer processing / Traitement informatique 0
Searching / Recherche	0	TOTAL 100,00
Fees waived / Dispense de frais		No. of times / Nombre de fois \$
\$25.00 or under / 25 \$ ou moins		0 \$ 0
Over \$25.00 / De plus de 25 \$		0 \$ 0

X Costs /
Coûts

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 58330
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 9167
TOTAL	\$ 67497
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	.95

REPORT ON THE PRIVACY ACT

PART III

C. REPORT – *PRIVACY ACT* – PART III

1) HIGHLIGHTS

- CSA did not have to proceed with any Privacy Impact Assessment (PIA) or Preliminary Privacy Impact Assessment (PPIA) 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). A few disclosures were made pursuant to subsections 8(2)(e) and 8(2)(i). There was no other type of section 8(2) disclosures made during 2006-2007.
- CSA did not undertake any data matching or sharing activities either internally or externally.
- A copy of the Delegation Order is attached at the end of this document. This delegation is presently being revised, following a reorganization at CSA.

2) STATISTICS REPORT

The statistics report for the period of April 1, 2006 to March 31, 2007, is included at the end of this chapter.

3) REQUESTS RECEIVED

The ATIP Office has received and processed four privacy requests during the period covered by this report.

4) 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 collected or for similar uses only.

5) EXEMPT BANKS

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

6) POLICIES AND PROCEDURES

CSA policies and procedures for the *Privacy Act* are accessible on the Agency's Intranet.

STATISTICS REPORT

PRIVACY ACT

AVRIL 1, 2006 TO MARCH 31, 2007



REPORT ON THE PRIVACY ACT
RAPPORT CONCERNANT LA LOI SUR LA PROTECTION
DES RENSEIGNEMENTS PERSONNELS

Institution Agence spatiale canadienne / Canadian Space Agency	Reporting period / Période visée par le rapport 2006-2007
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I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels	
Received during reporting period / Reçues pendant la période visée par le rapport	4
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	4
Completed during reporting period / Traitées pendant la période visées par le	4
Carried forward / Reportées	0

IV Exclusions cited / Exclusions citées	
S. Art. 69(1)(a)	0
(b)	0
S. Art. 70(1)(a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0

VII Translations / Traductions	
Translations requested / Traductions demandées	0
Translations prepared / English to French / De l'anglais au français	0
Traductions préparées / French to English / Du français à l'anglais	0

II Disposition of request completed / Disposition à l'égard des demandes traitées	
1. All disclosed / Communication totale	0
2. Disclosed in part / Communication partielle	4
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0
5. Unable to process / Traitement impossible	0
6. Abandoned by applicant / Abandon de la demande	0
7. Transferred / Transmission	0
TOTAL	4

V Completion time / Délai de traitement	
30 days or under / 30 jours ou moins	4
31 to 60 days / De 31 à 60 jours	0
61 to 120 days / De 61 à 120 jours	0
121 days or over / 121 jours ou plus	0

VIII Method of access / Méthode de consultation	
Copies given / Copies de l'original	4
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

IX Corrections and notation / Corrections et mention	
Corrections requested / Corrections demandées	0
Corrections made / Corrections effectuées	0
Notation attached / Mention annexée	0

III Exemptions invoked / Exceptions invoquées	
S. Art. 18(2)	0
S. Art. 19(1)(a)	0
(b)	0
(c)	0
(d)	0
S. Art. 20	0
S. Art. 21	0
S. Art. 22(1)(a)	0
(b)	0
(c)	0
S. Art. 22(2)	0
S. Art. 23 (a)	0
(b)	0
S. Art. 24	0
S. Art. 25	0
S. Art. 26	4
S. Art. 27	0
S. Art. 28	0

VI Extentions / Prorogations des délais		
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations	0	0
Consultation	0	0
Translation / Traduction	0	0
TOTAL	0	0

X Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 3070
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 483
TOTAL	\$ 3553
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	.5