



Privacy Act

**Western Economic Diversification Canada
Annual Report to Parliament
April 1, 2011 – March 31, 2012**

PREFACE

A department of the Government of Canada, Western Economic Diversification Canada (WD) was established in 1987 under the provision of the *Western Economic Diversification Act*. The department's mandate is "to promote the development and diversification of the economy of Western Canada and to advance the interests of Western Canada in national economic policy, program and project development and implementation."

Located in the West, WD has offices in each of the four western provinces, with its headquarters in Edmonton. The department's presence in each western province has enabled it to work with key partners – other orders of government, community and business leaders, research and academic institutions, as well as non-profit organizations – to leverage its investments and actions to benefit the western economy.

WD's in-depth understanding of western Canadian issues and perspectives, as well as its connections to and knowledge of Ottawa and the rest of the federal government, allows it to act as a bridge between the perspectives of the West and Canada's national policy and decision makers. WD brings Government of Canada programs and expertise to Western Canada, brings western Canadian interests to Ottawa, and works within the federal system to ensure that those perspectives are brought to bear in federal decision making.

WD works to improve the long-term economic competitiveness of the West and the quality of life of its citizens by supporting a wide range of initiatives targeting inter-related project activities – innovation, business development and community economic development. These programs and services are supported by WD's policy, advocacy and coordination activities. Together, these priorities create a foundation to build the prosperity and competitiveness of the West in the 21st century.

WD's strategic investments in these areas will help to fulfill its vision:

"To be leaders in creating a more diversified western Canadian economy that has strong, competitive and innovative businesses and communities."

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INTRODUCTION

The *Privacy Act* (Revised Statutes of Canada, Chapter P-21, 1985) came into force on July 1, 1983.

The purpose of the Act is to extend the present laws of Canada that protect the privacy of individuals and provide 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.

Western Economic Diversification Canada (WD) is committed to both the spirit and the intent of the *Privacy Act*, which are based on the principles of open government, and to ensuring the privacy of individuals with respect to their personal information held by the department.

This report summarizes WD's implementation of the *Privacy Act* and fulfils the requirement under Section 72, which stipulates that, "*The head of every government institution shall prepare for submission to Parliament an annual report on the administration of this Act within the institution during each financial year*" and ensures it is tabled in Parliament.

WD will publish its Annual Report to Parliament on its public Web site (www.wd-deo.gc.ca) once it has been tabled in the House of Commons and Senate.

ADMINISTRATION OF THE ACT

Access to Information and Privacy Unit

Western Economic Diversification Canada's (WD) Access to Information and Privacy (ATIP) Unit is located in Edmonton, Alberta. The unit oversees the administration of the Act, and is part of the Finance and Corporate Management Directorate. The ATIP Coordinator (Executive Director, Finance and Corporate Management) is supported by the Deputy Access to Information and Privacy Coordinator (Manager, Corporate Administration), and one full-time ATIP Officer. In addition, a back-up was identified for the ATIP Officer in March 2012.

These individuals are accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to ensure the Minister's responsibilities under the Act are met, and enabling the appropriate processing and proper disclosure of information.

Regional ATIP Liaison Officers (RALOs) are located in each of WD's regional offices and corporate business units. These seven individuals are the first point of contact and identify the appropriate subject matter experts, coordinate retrieval of records responding to privacy requests, and liaise between the ATIP Unit and regional staff concerning enquiries.

The primary activities of WD's ATIP Unit include:

- processing requests in accordance with the *Privacy Act*;
- responding to consultations submitted by other federal institutions on WD records being considered for release;
- developing and maintaining privacy policies, procedures and guidelines to ensure the Act is respected by staff;
- promoting awareness of the Act within the department to ensure staff is aware of the obligations imposed by the legislation;
- preparing annual reports to Parliament and other statutory requirements, such as annual statistical reports and the department's Info Source chapter, as well as any material that may be required by central agencies;
- representing WD in dealings with the Treasury Board of Canada Secretariat (TBS), the Privacy Commissioner of Canada and other federal organisations regarding the application of the Act as it relates to WD;
- monitoring compliance with the Act, its regulations as well as relevant procedures and policies;
- providing ongoing advice and guidance to senior management and staff on information management and privacy legislation.

Delegation of Authority

For the purposes of the *Privacy Act* for WD, the Minister of Public Works and Government Services Canada, Minister for Status of Women and Minister responsible for Western Economic Diversification delegated her powers, authorities and responsibilities to the Executive Director, Finance and Corporate Management (ATIP Coordinator) and Manager, Corporate Administration (Deputy ATIP).

A copy of the signed delegation instrument for the *Privacy Act* is attached in Annex A.

Departmental Policies and Procedures

WD's Privacy Protection policy suite, including the Privacy Protection Procedures Manual, is reviewed annually to ensure that they are up-to-date, and any changes in TBS policies or directives, or changes as a result of issues raised by the Office of the Privacy Commission or other agents of Parliament, are incorporated.

The Privacy Protection Procedures Manual underwent significant improvements in this reporting period, including: greater detail on the correction of personal information and WD's Privacy Impact Assessment Handbook which was approved in April 2011. This information is also posted on WD's internal Web site, and was shared with other regional development agencies and the Office of the Veterans Ombudsman.

Education, Training and Awareness

The Deputy ATIP Coordinator and ATIP Officer attended workshops at the Access and Privacy Conference held in Edmonton in June 2011. The ATIP Officer also attended the Canadian Access and Privacy Association Annual Conference and TBS ATIP Practitioners Meeting in November 2011.

In March 2012, the ATIP Officer successfully met all the requirements for professional certification from the Canadian Institute of Access and Privacy Professional (CIAPP) and was granted the designation of CIAPP Professional.

A back-up for the ATIP Officer was identified in mid-March 2012. No training pertaining to the *Privacy Act* was undertaken in fiscal year 2011–2012 for this individual.

Staff training and awareness activities include:

- The ATIP Coordinator, Deputy ATIP Coordinator and ATIP Officer provide ongoing advice on access to information issues to RALOs and staff to increase awareness of the Act. They also provide guidance on how the department processes requests for personal information, and the rationale required to apply the exemptions and exclusions, where appropriate.
- Regional ATIP awareness sessions were cancelled following the 2011 Federal Budget announcement. As a result, WD is exploring training options via video-conference for the 2012–2013 fiscal year.
- WD promoted Data Privacy Day (January 28, 2012) via email to all staff as a news bulletin on the department's intranet site, as well as displayed information posters entitled *Protect Yourself from Spam!* and *Privacy on the Go: Protecting Personal Information on Wireless Communication Devices* in all regional offices. These posters are shared with other departments in the Small Agency Administrator's Network (SAAN) through the SAAN GCpedia Web site.
- The department maintains an "Access to Information and Privacy" presence on its intranet site that includes policies, procedures, contact information, past training and awareness presentations, relevant links to useful sites related to access and privacy, as well as "The ATIP Eye" tips.

Info Source

WD made minimal changes to its 2011 Info Source chapter. TBS has not identified any issues with the WD chapter; however, it has yet to be published on the TBS Info Source Web site.

The department submitted a Personal Information Bank (PIB) to TBS in 2010, which was subsequently withdrawn in 2011. In addition, WD registered for three additional Standard PIBs which were included in the 2011 Info Source chapter.



TRENDS AND STATISTICAL OVERVIEW

Highlights, Challenges and Trends

- Due to Western Economic Diversification Canada's (WD) extremely small caseload pertaining to requests for access to personal information, multi-year trends are not identified.
- WD substantially updated and improved its Privacy Protection Procedures Manual in October 2012 to include more detailed information on the correction of personal information and the comprehensive Privacy Impact Assessment Handbook which was approved in April 2011.
- WD recognized Data Privacy Day on January 28, 2012. Staff messages and two posters, entitled *Protect Yourself from Spam!* and *Privacy on the Go: Protecting Personal Information on Wireless Communication Devices*, were placed throughout all WD offices.
- WD continues to share its policy, procedures, best practices and staff awareness materials with other regional development agencies and the Small Agency Administrator's Network.

Statistical Overview

The following information provides additional context where appropriate to the statistical details found in Annex B – "2011–2012 Report on the *Privacy Act* (Statistical Report)".

A. Personal Information Requests Received Pursuant to the *Privacy Act*

In 2011–2012, WD received one request for access to personal information pursuant to the *Privacy Act*. While WD does not historically receive many requests for personal information, this is a 66% decrease from the last two fiscal years.

In total, WD processed 106 pages responding to the request processed during this reporting period. Section 26 of the *Privacy Act* was invoked in whole or in part, and 106 pages were released. No consultations or extensions were required when processing the request.

The Act does not apply to certain materials such as published material pursuant to Section 69 or confidences of the Queen's Privy Council pursuant to Section 70. WD did not invoke either of these sections during the 2011–2012 reporting period.

B. Permissible Disclosure of Personal Information

Personal information collected by WD in the course of its programs and activities is being disclosed only for the purpose for which it was collected, in accordance with paragraph 8(2)(a) of the *Privacy Act*.

WD did not disclose personal information for any other purposes as outlined in paragraph 8(2)(m) during the 2011–2012 reporting period.

C. Complaints and Investigations

WD received no complaints pursuant to the *Privacy Act* in 2011–2012, and there were no appeals or applications submitted to the Federal Court.

WD carried forward one complaint from 2010–2011. The Privacy Commissioner determined that the complaint was not substantiated and the file closed.



D. Privacy Impact Assessments

In 2010, TBS issued a new *Directive on Privacy Impact Assessment*, which required federal institutions to ensure that a Privacy Impact Assessment (PIA) is conducted whenever personal information is used in an administrative decision-making process.

WD approved its Privacy Impact Assessment Handbook in April 2011, which provides departmental staff with the appropriate policy guidance and practical advice on when and how to conduct a PIA, including a Privacy Protocol; information to identify PIA requirements related to Treasury Board submissions; and is intended to strengthen and clarify roles and responsibilities of WD officials.

WD did not complete any PIAs in 2011–2012 and, therefore, no assessments were forwarded to the Office of the Privacy Commissioner or PIA summaries posted on WD’s public Web site.

Although WD did not conduct a Core PIA in this reporting period, the department ensures that careful consideration of privacy risks with respect to the creation, collection and handling of personal information is undertaken as part of its programs and activities.

E. Operational Costs Associated with Administering the Act

WD’s cost for administering the *Privacy Act* in the ATIP Unit is estimated as follows:

- ATIP Unit salary costs, including a portion of the ATIP Coordinator’s and Deputy ATIP Coordinator’s salaries, and 15 percent of the ATIP Officer’s salary;
- administrative operation and maintenance costs, which include non-salary expenses associated with the processing of requests and ATIP case management system licensing and upgrades; and
- additional salary-related costs, which incorporate estimated costs for other departmental officials to retrieve, review and make recommendations concerning records responding to personal information request and translation of staff awareness materials and ATIP-related documents.

ATIP Unit salaries	\$16,465
Administrative operation and maintenance costs	\$3,321
Total ATIP Unit Costs	\$19,786
Additional salary-related costs	\$3,704
TOTAL DEPARTMENTAL COSTS	\$23,490

The additional costs, which are not all captured in the Statistical Report, provide a more complete picture of the overall cost to the department to administer all aspects of its activities related to the *Privacy Act*. While the salary costs decreased slightly, the total estimated costs to administer the Act of \$23,490 increased slightly from 2010–2011 due increased translation costs related to the Privacy Impact Assessment Handbook and upgrades to the ATIP case management system required as part of TBS’s revitalization of the statistical reports.

ANNEX A

Access to Information Act and Privacy Act Delegation Order

**Western Economic Diversification Canada /
 Diversification de l'économie de l'Ouest Canada**

**DELEGATION OF POWERS, DUTIES OR
 FUNCTIONS UNDER THE *ACCESS TO
 INFORMATION ACT AND PRIVACY ACT***

I, the undersigned, Rona Ambrose, Minister of Public Works and Government Services and Minister for Status of Women, and senior minister responsible for Western Economic Diversification, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designate the persons holding the positions set out in the Delegation of Authority Schedule attached hereto, to exercise the powers and perform the duties and functions of the Minister as 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.

**DÉLÉGATION DE POUVOIRS,
 D'ATTRIBUTIONS OU DE FONCTIONS EN
 VERTU DE LA *LOI SUR L'ACCÈS À
 L'INFORMATION ET DE LA LOI SUR LA
 PROTECTION DES RENSEIGNEMENTS
 PERSONNELS***

Par le présent arrêté, pris en vertu des articles 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, je, soussignée, Rona Ambrose, ministre des Travaux publics et des Services gouvernementaux, ministre de la Condition féminine et principale ministre responsable de la Diversification de l'économie de l'Ouest canadien, délègue aux titulaires des postes mentionnés à l'annexe ci-après, les pouvoirs, les attributions et les fonctions dont je suis investie en ma qualité de ministre responsable de l'institution fédérale, selon les dispositions des *Lois* mentionnées dans la liste en regard de chaque poste.

Le présent arrêté remplace et annule tout arrêté antérieur.

Dated, at the City of Ottawa this 26th day of August, 2011

Signé à Ottawa, le 26^e jour de août 2011



THE HONOURABLE RONA AMBROSE /
 L'HONORABLE RONA AMBROSE

MINISTER OF PUBLIC WORKS AND GOVERNMENT SERVICES
 AND MINISTER FOR STATUS OF WOMEN /
 MINISTRE DES TRAVAUX PUBLICS ET DES SERVICES GOUVERNEMENTAUX ET
 MINISTRE DE LA CONDITION FÉMININE

Western Economic Diversification Canada / Diversification de l'économie de l'Ouest Canada

Privacy Act / Loi sur la protection des renseignements personnels
 Delegation of Authority Schedule / Annexe de l'Arrêté sur la délégation

Sections of the Act / Articles de la Loi	Powers and Duties / Fonctions et attributions	Position / Titre
8(2)(j)	Disclosure for research purposes Communication à des fins de recherche	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
8(2)(m)	Disclosure in the public interest or in the interest of the individual Communication dans l'intérêt public ou d'une personne	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
8(4)	Copies of requests under 8(2)(e) to be retained Conservation des copies des demandes en vertu de 8(2)(e)	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
8(5)	Notice of disclosure under 8(2)(m) Avis de communication en vertu de 8(2)(m)	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
9(1)	Records of disclosures to be retained Conservation d'un relevé des cas d'usage	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
9(4)	Consistent uses Usages compatibles	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
10	Personal information to be included in personal information banks Versement des renseignements personnels dans des fichiers de renseignements personnels	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
14	Notice where access requested Notification lors de demande de communication	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée ATIP Officer / Agente de l'AIPRP

15	Extension of time limits Prorogation du délai	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
17(2)(b)	Language of access Version de la communication	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
17(3)(b)	Access to personal information in alternative format Communication sur support de substitution	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
18(2)	Exemption (exempt bank) – Disclosure may be refused Exception (fichiers inconsultables) – autorisation de refuser	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
19(1)	Exemption – Personal information obtained in confidence Exception – renseignements obtenus à titre confidentiel	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
19(2)	Exemption -- Where authorized to disclose Exception – cas où la divulgation est autorisée	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
20	Exemption – Federal-provincial affairs Exception – affaires fédéro-provinciales	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
21	Exemption – International affairs and defence Exception – affaires internationales et défense	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
22	Exemption – Law enforcement and investigations Exception – application de la loi et enquêtes	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
22.3	Exemption – <i>Public Servants Disclosure Protection Act</i> Exception – <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
23	Exemption – Security clearances Exception – enquêtes de sécurité	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
24	Exemption – Individuals sentenced for an offence Exception – individus condamnés pour une infraction	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée

25	Exemption – Safety of individuals Exception – sécurité des individus	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
26	Exemption – Information about another individual Exception – renseignements concernant un autre individu	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
27	Exemption – Solicitor-client privilege Exception – secret professionnel des avocats	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
28	Exemption – Medical record Exception – dossiers médicaux	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
33(2)	Right to make representation Droit de présenter ses observations	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
35(1)	Findings and recommendations of Privacy Commissioner (complaints) Conclusions et recommandations du Commissaire à la protection de la vie privée (plaintes)	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
35(4)	Access to be given Communication accordée	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
36(3)	Report of findings and recommendations (exempt banks) Rapport des conclusions et recommandations (fichier inconsultable)	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
37(3)	Report of findings and recommendations (compliance review) Rapport des conclusions et recommandations du Commissaire (Contrôle d'application)	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
51(2)(b)	Special rules for hearings Règles spéciales (auditions)	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
51(3)	Ex parte representations Présentation d'arguments en l'absence d'une partie	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée

70	Denial of access – Cabinet confidences Refus de communication – Documents confidentiels du Cabinet	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
72(1)	Report to Parliament Rapports au Parlement	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
77	Responsibilities conferred on the head of the institution by the Regulations made under section 77 which are not included above Responsabilités attribuées au responsable de l'institution par règlement fait en vertu de l'article 77 qui ne sont pas incluses ci-dessus	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée

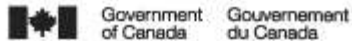
**Privacy Regulations / Règlement sur la protection des renseignements personnels
Delegation of Authority Schedule / Délégation d'autorité**

9	Reasonable facilities and time provided to examine personal information Fournir des installations convenables et fixer un moment pour examiner les renseignements personnels	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
11(2)	Notification that correction to personal information has been made Avis que les corrections demandées ont été effectuées	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
11(4)	Notification that correction to personal information has been refused Avis que les corrections demandées ont été refusées	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
13(1)	Disclosure of personal information relating to physical and mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor Le cas échéant, autoriser la communication des renseignements personnels concernant son état physique ou mental à un médecin ou à un psychologue en situation légale d'exercice, afin que celui-ci puisse donner son avis quant à savoir si la prise de connaissance de ces renseignements par l'individu lui porterait préjudice	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée

14	<p>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</p> <p>Le cas échéant, communiquer les renseignements personnels concernant son état physique ou mental à l'individu en la présence d'un médecin ou à un psychologue en situation légale d'exercice</p>	<ul style="list-style-type: none">• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle• Manager, Corporate Administration / Gestionnaire, Administration intégrée
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ANNEX B

2011-2012 Statistical Report on the *Privacy Act*



Government of Canada
 Gouvernement du Canada

Statistical Report on the *Privacy Act*

Name of institution: Western Economic Diversification Canada

Reporting period: 04/01/2011 to 03/31/2012

PART 1 – Requests under the *Access to Information Act*

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

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	0	1	0	0	0	0	0	1
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	0	0	0	0	0	0	0	0
Total	0	1	0	0	0	0	0	1

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	1
19(1)(f)	0	22.1	0	27	0
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	1	0	0
Total	1	0	0

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	106	106	1
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	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	106	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
Abandoned	0	0	0	0	0	0	0	0	0	0
Total	0	0	1	106	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
Abandoned	0	0	0	0	0
Total	0	0	0	0	0

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
Total	0	0	0

2.7 Requests for translation

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

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 coverasion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	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
Total	0	0	0	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	0	0
Total	0	0	0	0

PART 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during 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
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

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	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

6.3 Recommendations and completion time for consultations received from other organizations

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	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



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
Total	0	0

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		\$16,465
Overtime		\$0
Goods and Services		\$0
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$0	
• Other	\$0	
Total		\$16,465

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.00	3.00	3.00
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
Total	0.00	3.00	3.00

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**Western Economic Diversification Canada
Additional Reporting Requirements – *Privacy Act***

Institutions are required to indicate the number of:

- Privacy Impact Assessments initiated – 0
- Privacy Impact Assessments completed – 0

Western Economic Diversification Canada did not initiate or complete any Privacy Impact Assessments in 2011-2012.