



Farm Products Council
of Canada

Conseil des produits agricoles
du Canada

**Farm Products Council of Canada
2013-2014
Annual Report to Parliament on
the *Privacy Act***

Canada

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the *Privacy Act*

APRIL 1, 2013 - MARCH 31, 2014

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I. Introduction

Purpose of the Privacy Act

The *Privacy Act* (Revised Statutes of Canada, Chapter A-1, 1985) was proclaimed on July 1, 1983.

The purpose of this Act is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and to provide to the individuals a right of access to this information.

Under Section 72 (1) of the *Privacy Act*, the head of every government institution is required to prepare an annual report to Parliament on the administration of the respective Acts within the institution during each fiscal year.

In accordance with Treasury Board, this report highlights changes and new developments and excludes repetition of information previously reported.

FPCC's Mandate

The Farm Products Council of Canada (FPCC), was established in 1972 under the *Farm Products Agencies Act* (the Act) as a unique public interest oversight body which reports to Parliament through the Minister of Agriculture and Agri-Food Canada (The Minister).

The FPCC; headed by a Chairperson (Deputy Head) appointed by the Governor-in-Council, is composed of up to seven Members of which at least half must be primary producers at the time of their appointment.

The Act provides for the creation of National Marketing Agencies and Promotion Research Agencies. There are currently four Marketing Agencies: Canadian Hatching Egg Producers, Chicken Farmers of Canada, Egg Farmers of Canada and Turkey Farmers of Canada. There is also one Promotion Research Agency, Canada Beef. The FPCC supervises and works with these agencies to ensure that the supply management system for poultry and eggs and promotion research activities for beef cattle work in the balanced interest of all stakeholders, from producers to consumers, and can evolve to respond to current and future challenges.

The FPCC also provides advice and recommendations to the Minister, collaborates with provincial supervisory boards and actively works with the Department and Agriculture and Agri-Food Portfolio Organizations.

Tabling

The annual reports are tabled in Parliament in accordance with section 72 of the Privacy Act.

II. FPCC Structure

Administration and Functional Information

The Chief Financial Officer has delegated authority to oversee the administration of the *Privacy Act* within Farm Products Council of Canada and to ensure compliance with the legislation. FPCC has currently one ATIP Coordinator within, however relies on Agriculture & Agri-Food Canada whom acts as a service provider to the organization.

III. Delegation of Authority

Privacy Act Designation Order

Section 73 of the Privacy Act provides for the Minister, as head of Agriculture & Agri-Food Canada, to delegate the powers, duties and functions designated by the acts.

Delegation of Authority Instrument for the Administration of the Privacy Act

Copy of the approved Agriculture & Agri-Food Canada Delegation of Authority can be found in Appendix A.

IV. The Privacy Act Report

Statistical Data of Privacy Requests

FPCC received one request during the reporting period 2013-2014.

Completed Requests

FPCC did not complete any request for the 2013-2014 reporting period, one was carried over to the next reporting period.

Trends

FPCC has no trends to report during the reporting period 2013-2014.

ACCESS TO INFORMATION DESIGNATION ORDER

(Farm Products Council of Canada)

The Minister of Agriculture and Agri-Food, pursuant to section 73 of the *Access to Information Act*, hereby designates the persons of the Department holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, 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 Designation Order supersedes all previous Designation Orders.

JUN 16 2011

Date



Minister of Agriculture and Agri-Food

Appendix A

Delegation of Authority Instrument for the Administration of the *Privacy Act*

Sections of the <i>Privacy Act</i>	Powers, Duties or Functions	Assistant Deputy Minister	Coordinator, Access to Information and Privacy	Manager, Access to Information and Privacy Office
8(2)(j)	Disclosure for research or statistical purposes	X	-	-
8(2)(m)	Disclosure in the public interest or in the interest of the individual	X	-	-
8(4)	Copies of requests under paragraph 8(2)(e)	-	X	X
8(5)	Notice of disclosure under paragraph 8(2)(m)	-	X	X
9(1)	Record of disclosures	-	X	X
9(4)	Consistent uses	-	X	X
10	Personal information banks	-	X	X
14(a)	Notice when access requested	-	X	X
14(b)	Giving access to the record	-	X	X
15	Extension of time limits	-	X	X
17(2)(b)	Language of access	X	X	-
17(3)(b)	Access in an alternative format	-	X	-
18(2)	Exempt banks	-	X	-
19	Information obtained in confidence	-	X	-
20	Federal-provincial affairs	-	X	-
21	International affairs and defence	-	X	-
22	Law enforcement and investigations	-	X	-
22.3	<i>Public Servants Disclosure Protection Act</i>	X	X	X
23	Security clearances	-	X	-
24	Individuals sentenced for an offence	-	X	-
25	Safety of individuals	-	X	-
26	Information about another individual	-	X	-
27	Solicitor-client privilege	-	X	-
28	Medical records	-	X	-
33(2)	Right to make representations	X	X	X
35(1)(b)	Notice of actions to implement	X	X	X
35(4)	Access to be given to complainant	-	X	-
36(3)(b)	Notice of actions to implement recommendations of Commissioner concerning exempt banks	-	X	-
51(2)(b), 51(3)	Special rules for hearings	-	X	X
72	Annual report to Parliament	X	X	X

Sections of the <i>Privacy Act</i>	Powers, Duties or Functions	Assistant Deputy Minister	Coordinator, <i>Access to Information and Privacy</i>	Manager, <i>Access to Information and Privacy Office</i>
7	Retention of personal information requested under paragraph 8(2)(e)	X	X	X
9	Examination of information	-	X	X
11(2), 11(4)	Notification concerning corrections	-	X	X
13(1)	Disclosure of personal information relating to physical or mental health	-	X	X
14	Examination in presence of medical practitioner or psychologist	-	X	X



Statistical Report on the *Privacy Act*

Name of institution: Farm Products Council of CanadaReporting period: April 1, 2013 to March 31, 2014

Part 1: Requests Under the *Privacy Act*

	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

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	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
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

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	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)	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

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	0	0
Total	0	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	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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	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
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
Abandoned	0	0	0	0	0
Neither confirmed nor denied	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 Subsections 8(2) and 8(5)

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

Part 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

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	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 of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the 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	
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

Recommendations	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	
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

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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

Part 8: Complaints and Investigations Notices Received

Section 31	Section 35	Section 37	Court action	Total
0	0	0	0	0

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0
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Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures		Amount
Salaries		\$ 500
Overtime		\$ 0
Goods and Services		\$ 0
• Professional services contracts	\$ 0	
• Other	\$ 0	
Total		\$ 500

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.00
Part-time and casual employees	3.75
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	3.75

Note: Enter values to two decimal places.

Exemptions

FPCC has no exemptions under the Privacy Act during the reporting period 2013-2014.

Exclusions

Nil

Completion Time

Nil

Extensions

Nil

Consultations from Other Government Institutions (OGI)

For the 2013-2014 reporting period, FPCC had no consultations from other government institutions.

Statistical Report on the *Privacy Act* – Appendix B

V. Training and Education

No training activities were undertaken this period.

Reading Room

A reading room makes available to the public, the current version of Info Source, as well departmental publications and manuals. The room is located at 960 Carling Avenue building 59, Ottawa (Ontario).

VI. New Institution Policy and Procedures implemented on the Administration of the *Privacy Act*

FPCC did not implement any new policies and procedures on the administration of the *Privacy Act* for the 2013-2014 reporting period.

VII. Key Issues

Privacy Complaints

FPCC received no complaints during the reporting period 2013-2014.

Privacy Investigations

FPCC was not the subject of any investigations during the 2013-2014 reporting period.

VIII. Time Monitoring

No monitoring was conducted during the 2013-2014 reporting period as the only request was carried over the next reporting period.

VIX. Privacy Breaches

FPCC had no privacy breaches to report during the reporting period 2013-2014.

X. Privacy Impact Assessments (PIA)

- **PIA's (Privacy Instrument Assessments)**

Preliminary Privacy Impact Assessments Initiated:

Nil

Preliminary Privacy Impact Assessments Completed:

Nil

Privacy Impact Assessments Initiated:

Nil

Privacy Impact Assessments Completed:

Nil

Privacy Impact Assessments forwarded to the Office of the Privacy Commissioner (OPC):

Nil

XI. Disclosures as per paragraph 8(2) m)

Disclosures

FPCC had no disclosures pursuant to paragraph 8(2) m) during the reporting period 2013-2014.

Notification to the Information Commissioner

FPCC did not send any notifications to the Information Commissioner on Disclosures during the reporting period 2013-2014.