



Farm Products Council
of Canada

Conseil des produits agricoles
du Canada

**Farm Products Council of Canada
2016-2017
Annual Report to Parliament on
the *Privacy Act***

Canada 

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Annual Report to Parliament on
the *Privacy Act***

APRIL 1, 2016 - MARCH 31, 2017

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B. Report on Privacy Act

B1. Introduction

The *Privacy Act* (PA) was proclaimed into force on July 1, 1983.

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

Section 72 of the PA requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of the PA within the institution during each financial year.

This Annual Report on the administration of the PA is prepared and tabled in Parliament in accordance with section 72 of the PA. It is intended to describe how the Farm Products Council of Canada (FPCC) administered its responsibilities during fiscal year 2016-17.

FPCC's Mandate

The FPCC was established in 1972 under the *Farm Products Agencies Act* (FPAA) 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 Chairman and 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 FPAA provides for the creation of national marketing agencies and promotion research agencies. There are currently four marketing agencies: the Egg Farmers of Canada, the Chicken Farmers of Canada, the Turkey Farmers of Canada, and the Canadian Hatching Egg Producers. There is also one promotion research agency, the Beef PRA. The FPCC supervises and works with these agencies to ensure that the supply management system for poultry and eggs as well as promotion and 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 its Portfolio Organizations.

B2. Organizational Structure

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 but also relies on Agriculture & Agri-Food Canada which acts as a service provider to the organization.

B3. Delegation Order

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

The approved FPCC Delegation Order is provided in [Annex A](#).

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

The FPCC Delegation of Authority Instrument is provided in [Annex B](#).

B4. Highlights of the Statistical Report, 2016-17

Statistical reporting on the administration of the *Access to Information Act* and the *Privacy Act* has been in place since 1983. The statistical reports prepared by government institutions provide aggregate data on the application of the *Access to Information Act* and *Privacy Act* legislation. This information is made public on an annual basis in an [Info Source Bulletin](#) and is included with the annual reports on access to information and privacy, which are tabled in Parliament by each institution.

The FPCC 2016-17 statistical reports on the *Privacy Act* is provided in [Annex C](#).

Interpretation of the Statistical Report for Requests under the *Privacy Act*

As the FPCC had no data to report for 2016-17, no statistical interpretation is possible.

B5. Training

No training activities were undertaken during the 2016-17 reporting period.

B6. Policies, Guidelines, Procedures and Initiatives

FPCC did not implement any new policies, guidelines, procedures or initiatives on the administration of the *Privacy Act* for the 2016-17 reporting period.

**PRIVACY ACT DESIGNATION
ORDER**

(Farm Products Council of Canada)

The Minister of Agriculture and Agri-Food, pursuant to section 73 of the *Privacy 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.

MAR 29 2016

Date



Minister of Agriculture and Agri-Food
Canada

Delegation of authority instrument for the administration of the *Privacy Act*

Sections of the Privacy Act	Powers, Duties or Functions	Deputy Head	Director, Corporate Operations and Regulations (CFO)	Director, Council Operations and Communications	Manager
8(2)(j)	To disclose personal information for research of statistical purposes.	X	X	X	-
8(2)(m)	To disclose personal information in the public interest or to benefit an individual.	X	X	X	-
8(4)	To maintain records of requests from investigative bodies.	X	X	X	-
8(5)	To notify the Privacy Commissioner of disclosures in the public interest.	X	X	X	-
9(1)	To maintain record of any use not included in Info Source Bulletin and attach to the personal information involved.	X	X	X	-
9(4)	To notify the Privacy Commissioner of consistent use of personal information and update index.	X	X	X	-
10	To include personal information in personal information banks.	X	X	X	-
14	To notify applicant and to give access to the record.	X	X	X	X
15	To extend time limit and notify applicant.	X	X	X	-
17(2)(b)	To determine the necessity for translation or interpretation of record.	X	X	X	X
17(3)(b)	Access to personal information in alternative format.	X	X	X	X
18(2)	To refuse to disclose information contained in an exempt bank.	X	X	X	-

Sections of the Privacy Act	Powers, Duties or Functions	Deputy Head	Director, Corporate Operations and Regulations (CFO)	Director, Council Operations and Communications	Manager
19(1)	To exempt personal information obtained in confidence from another government.	X	X	X	-
19(2)	To disclose with consent of the other government.	X	X	X	-
20	To exempt personal information re: federal-provincial affairs.	X	X	X	-
21	To exempt information re: international affairs and defense.	X	X	X	-
22	To exempt information re: law enforcement and investigations.	X	X	X	-
22.3	To exempt information re: <i>Public Servants Disclosure Protection Act</i> .	X	X	X	-
23	To exempt information re: security clearances.	X	X	X	-
24	To exempt personal information re: individuals sentenced for an offense.	X	X	X	-
25	To exempt personal information re: safety of individuals.	X	X	X	-
26	To exempt personal information about another individual.	X	X	X	-
27	To exempt personal information re: solicitor-client privilege.	X	X	X	-
28	To exempt personal information re: medical records.	X	X	X	-
33(2)	To make representations to the Privacy Commissioner during an investigation.	X	X	X	-
35(1)	To respond to Privacy Commissioner's recommendations.	X	X	X	-
35(4)	To provide access to applicant pursuant to Privacy Commissioner's recommendation.	X	X	X	-

Sections of the Privacy Act	Powers, Duties or Functions	Deputy Head	Director, Corporate Operations and Regulations (CFO)	Director, Council Operations and Communications	Manager
36(3)	To receive Privacy Commissioner's report of findings of investigation of exempt bank.	X	X	X	-
37(3)	To receive report of Privacy Commissioner's findings after compliance investigation.	X	X	X	-
51(2)(b)	To request that section 51 hearings be held in the National Capital Region.	X	X	X	-
51(3)	To request and be given right to make representations in section 51 hearings.	X	X	X	-
72(1)	To prepare an annual report to Parliament.	X	X	X	-

Section of the Privacy Regulations	Powers, Duties or Functions	Deputy Head	Director, Corporate Operations and Regulations (CFO)	Director, Council Operations and Communications	Manager
9	Reasonable facilities and time provided to examine personal information.	X	X	X	-
11(2)	Notification that correction to personal information has been made.	X	X	X	-
11(4)	Notification that correction to personal information has been refused.	X	X	X	-
13(1)	Disclosure of personal information relating to physical or mental health may be disclosed to a duly qualified medical practitioner or psychologist in order to provide an opinion as to whether disclosure of the information would be contrary to the best interests of the individual.	X	X	X	-
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.	X	X	X	-



Statistical Report on the *Privacy Act*

Name of institution: Farm Products Council of Canada

Reporting period: 2016-04-01 to 2017-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
Total	0
Closed during reporting period	0
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	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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
Request 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	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	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

2.5.3 Other complexities

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

2.6 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	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	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	Total
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages 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 33	Section 35	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	\$0
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$0

10.2 Human Resources

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

Note: Enter values to two decimal places.

B7. Summary of Key Issues and Actions Taken on Complaints or Audits

FPCC did not have issues and actions taken on complaints or audits, investigations and Federal Court cases for the 2016-17 reporting period.

B8. Monitoring Compliance

No monitoring was conducted during the 2016-17 reporting period.

B9. Material Privacy Breaches

There were no privacy breaches during the 2016-17 reporting period.

B10. Privacy Impact Assessments

FPCC did not forward any Privacy Impact Assessments (PIA) notifications to the Information Commissioner on Disclosures during the reporting period 2016-17.

B11. Public Interest Disclosures

FPCC did not have disclosures made during the reporting period pursuant to paragraph 8(2) (m) of the *Privacy Act*.

B12. Costs

There were no costs during the reporting period 2016-17.

B13. Reading Room

A reading room is made available to the public, for consultation of the current version of Info Source Bulletin, as well FPCC's publications and manuals. The room is located at 960 Carling Avenue, building 59, Ottawa (Ontario).