



Report on the Administration of the  
*Privacy Act*  
for the Fiscal Year  
2013-2014

## **Introduction**

### **Purpose of the *Privacy Act***

The *Privacy Act* describes its purpose as follows:

*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 that provide individuals with a right of access to that information.*

This report on the administration of the *Privacy Act* is prepared and tabled in accordance with section 72 of the Act.

### **CBC/Radio-Canada Mandate**

The Corporation's mission is set out in paragraphs 3(1)(l) and 3(1)(m) of the *Broadcasting Act*, which says that:

- (l) *the Canadian Broadcasting Corporation, as the national public broadcaster, should provide radio and television services incorporating a wide range of programming that informs, enlightens and entertains;*
- (m) *the programming provided by the Corporation should*
  - (i) *be predominantly and distinctively Canadian,*
  - (ii) *reflect Canada and its regions to national and regional audiences, while serving the special needs of those regions,*
  - (iii) *actively contribute to the flow and exchange of cultural expression,*
  - (iv) *be in English and in French, reflecting the different needs and circumstances of each official language community, including the particular needs and circumstances of English and French linguistic minorities,*
  - (v) *strive to be of equivalent quality in English and in French,*
  - (vi) *contribute to shared national consciousness and identity,*
  - (vii) *be made available throughout Canada by the most appropriate and efficient means and as resources become available for the purpose, and*
  - (viii) *reflect the multicultural and multiracial nature of Canada.*

### **Board of Directors**

The Corporation is governed by a 12 member Board of Directors that includes the Chair, and the President and CEO. The Board of Directors is responsible for the management of the business activities and other affairs of the Corporation. The Board approves the strategic direction as well as the corporate and business plans for the Corporation, and monitors the Corporation's performance in achieving its strategic, financial and business objectives.

### **Organizational Structure to Fulfill *Privacy Act* Responsibilities**

CBC/Radio-Canada's Associate General Counsel for Media Law is the Corporation's Access to Information and Privacy (ATIP) Coordinator. Reporting to the Vice-President, Real Estate, Legal Services and General Counsel, the ATIP Coordinator is assisted by a full-time ATIP Office of eight employees comprising a Director, a Senior Policy, Training and Performance Reporting Officer, and two ATIP processing teams each made up of one senior analyst, one junior analyst and a clerk. Additional support is provided to the ATIP Coordinator by half a full-time equivalent in the form of a lawyer with relevant expertise and good knowledge of the Corporation. For the purposes of our Treasury Board's annual statistical reporting, the ATIP personnel has been divided taking into consideration the allocated resources to our Access to Information and Privacy activities.

The Corporation has a formal network of 16 ATIP liaison officers covering all of the Corporation's business areas. They are not part of the ATIP office and are therefore not counted in our statistical reports. The liaison officers are responsible for retrieving records and providing initial release recommendations to the ATIP Office.

### **Delegation Order**

Pursuant to section 73 of the *Privacy Act*, the President and CEO of CBC/Radio-Canada has delegated certain functions as they relate to the administration of the *Privacy Act* within CBC/Radio-Canada to the Corporation's ATIP Coordinator, the ATIP Director and the ATIP Office's Senior Policy, Training and Performance Reporting Officer.

A copy of CBC/Radio-Canada's delegation order is appended to this report as Annex A.

### **Interpretation of Statistical Reports**

The statistical report submitted to the Treasury Board Secretariat on the administration of the *Privacy Act* has been completed and is appended to this report as Annex B.

CBC/Radio-Canada received nine requests under the *Privacy Act* during 2013-2014. During the reporting period seven of them were responded to on time. The two requests that were carried over to the next fiscal year (2014-2015) were subsequently answered with the statutory response period.

Although trends are difficult to infer from the small number of requests received by CBC/Radio-Canada to date, the majority of them continue to be for employment files.

### **Resources related to *Privacy Act* activities**

The ATIP Office is comprised of a Coordinator, eight full time employees and one half-time equivalent in the form of a lawyer. As mentioned in the Organizational Structure section, the ATIP personnel has been divided for statistical purposes in two halves plus the half-time dedicated employees. Related to the *Privacy Act*, for fiscal year 2013-2014 the Corporation allocated \$27,311. For the purposes of our Treasury Board's annual statistical reporting, the ATIP personnel has been divided taking into consideration the allocated resources to our Access to Information and Privacy activities.

### **Education and Training Activities**

A major formal training session was given during 2013-2014 to members of the Corporation's Shared Service organization in Ottawa. Responsible to the Vice President of People and Culture, the Shared Services organization provides general administrative support to human resources activities across the Corporation including HR transaction processing for hires, promotions, changes in employees' salary and position information, payroll, leave and the general management of employee personnel files. The training focused on the collection, use, retention and disposal of personal information as governed by the provisions sections 4 through 8 of the *Privacy Act*. This training was given in four sessions on the 25<sup>th</sup>, 28<sup>th</sup> and 30<sup>th</sup> of October and November 1<sup>st</sup>, 2013. The sessions were attended by a total of 98 people.

To emphasize the importance that the Corporation attaches to the protection of personal information a five page aide-memoire explaining the best practices to safeguard peoples' personal information was sent by e-mail to human resources staff across CBC/Radio-Canada. This included 330 persons working in the Corporation's People and Culture sector and people employed in its Shared Services organization responsible for providing general administrative support related to human resources activities.

### **New Institution-Specific Policies, Procedures and Guidelines**

Every quarter, the ATIP Office sends a statistical report on Access to Information performance to the President of the Corporation and all its Vice-Presidents. As of 2013-2014, the report also includes a section dedicated to privacy that underlines noteworthy privacy actions and incidents, such as upcoming training sessions and the creation of new reports and procedures in the event of privacy breaches.

Another important action taken during 2013-2014 concerns the Corporation's Web Terms of Use. During this reporting period these instructions were adapted to more clearly inform the public how their personal information is handled when they use CBC/Radio-Canada's public communication tools (blogs, comment sections, participation in programming-related activities, amongst others).

During 2013-2014 new rules and procedures were developed for the reporting and investigation of privacy breaches in order to identify and contain breaches; notify the appropriate resource persons; document the privacy breach; assess the breach; and take action to prevent future breaches. Two new forms were developed to facilitate the reporting and investigation of breaches. Implementation and promulgation of these new rules, procedures, and forms was scheduled for early in fiscal year 2014-2015. As planned, during April 2014 a new section was added to the Corporation's corporate website for this purpose. It includes general information about the new rules and procedures, and direct links to the forms on the Corporation's intranet portal where they were made available to all CBC/Radio-Canada employees.

### **Monitoring of the Time to Process Privacy Requests**

In 2009 the Corporation implemented a comprehensive and rigorous structure to track and report the time taken to process requests received under the *Privacy Act*. It comprised daily meetings between the ATIP Director and ATIP Team Leaders as well as

weekly reports to the ATIP Director and the office of the Vice-President responsible for the ATIP function in the Corporation. The implementation of this comprehensive monitoring and reporting structure has helped ensure that requests under the *Privacy Act* are answered on time.

**Key Issues Raised and Actions Taken as a Result of Complaints / Audits / Investigations**

The Office of the Privacy Commissioner communicated one complaint to the Corporation during 2013-2014 concerning the possible inadvertent collection of personal information, which relates to sections 4 and 5 of the *Privacy Act*.

**Material Privacy Breaches**

There were no material privacy breaches during the reporting period. As mentioned in section 8, the Corporation has established the process to be followed in the event of privacy breaches.

**Privacy Impact Assessments**

No Privacy Impact Assessments were completed during the period covered by this report.

**Disclosures Pursuant to Sections 8(2)(m) of the *Privacy Act***

No disclosures were made pursuant to section 8(2)(m) of the *Privacy Act* during the period covered by this report.

**Annex A – Delegation Order**

**CBC/Radio-Canada Privacy Act Delegation Order**  
**Ordre de la délégation des pouvoirs à CBC/Radio-Canada en vertu de**  
**la Loi sur la protection des renseignements personnels**

Pursuant to Section 73 of the *Privacy Act*, I, Hubert T. Lacroix, President and CEO of CBC/Radio-Canada, do hereby designate the persons holding the positions of: Associate General Counsel, Media Law and ATIP Coordinator; ATIP Director; and ATIP Senior Policy, Training, and Reporting Officer to exercise the powers and functions conferred on me by the *Act* as Head of CBC/Radio-Canada in the manner indicated below:

Conformément à l'article 73 de la *Loi sur la protection des renseignements personnels*, je, Hubert T. Lacroix, président-directeur général de CBC/Radio-Canada, désigne par la présente les personnes détenant les postes d'avocat-conseil associé, droit des médias et coordonnateur de l'AIPRP, de directeur de l'AIPRP et de premier agent, politiques, formation et rapports de l'AIPRP, pour exercer les pouvoirs et les fonctions qui me sont conférés en vertu de la *Loi* et à titre de dirigeant de CBC/Radio-Canada, et ce, de la manière suivante :

Section / Article	Summary of Powers, Duties or Functions Sommaire des pouvoirs, devoirs et fonctions	Associate General Counsel, Media Law and ATIP Coordinator / Avocat-conseil associé, droit des médias et coordonnateur de l'AIPRP	ATIP Director / Directeur de l'AIPRP	ATIP Senior Policy, Training, and Reporting Officer / Premier agent, politiques, formation et rapports de l'AIPRP
8 (2) (a)	To disclose personal information for the purpose it was obtained or compiled, or for a use consistent with that purpose Communiquer des renseignements personnels aux fins auxquelles ils ont été recueillis ou préparés, ou pour les usages qui sont compatibles avec ces fins.	X	X	X
8 (2) (b)	To disclose personal information for purposes authorized by any Act of Parliament or regulation / Communiquer des renseignements personnels aux fins qui sont conformes avec les lois fédérales ou ceux de leurs règlements qui autorisent cette communication.	X	X	X
8 (2) (c)	To disclose personal information for the purpose of complying with a subpoena, warrant, or order / Communiquer des renseignements personnels lorsque leur communication est exigée par subpoena, mandat ou ordonnance.	X	X	X

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8 (2) (d)	To disclose personal information to the Attorney General of Canada for use in legal proceedings / Communiquer des renseignements personnels au procureur général du Canada pour usage dans des poursuites judiciaires.	X	X	X
8 (2) (e)	To disclose personal information to investigative bodies for the purpose enforcing any law of Canada or a province, or for carrying out a lawful investigation / Communiquer des renseignements personnels à un organisme d'enquête, en vue de faire respecter des lois fédérales ou provinciales ou pour la tenue d'enquêtes licites.	X	X	X
8 (2) (f)	To disclose personal information to provincial governments, foreign governments, or international organizations for law enforcement and lawful investigation purposes / Communiquer des renseignements personnels au gouvernement d'une province ou d'un État étranger, à une organisation internationale en vue de l'application des lois ou pour la tenue d'enquêtes licites	X	X	X
8 (2) (g)	To disclose personal information to a member of Parliament for the purpose of assisting an individual / Communiquer des renseignements personnels à un parlementaire fédéral en vue d'aider l'individu concerné par les renseignements.	X	X	X
8 (2) (h)	To disclose personal information for audit purposes / Communiquer des renseignements personnels à des fins de vérification.	X	X	X
8 (2) (i)	To disclose personal information to the National Archives of Canada for archival purposes / Communiquer des renseignements personnels à Bibliothèque et Archives du Canada pour dépôt.	X	X	X



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8 (2) (j)	To disclose personal information for research or statistical purposes / Communiquer des renseignements personnels pour des travaux de recherche ou de statistique	X	X	X
8 (2) (k)	To disclose personal information for the purpose of validating aboriginal claims / Communiquer des renseignements personnels en vue de l'établissement des droits des peuples autochtones.	X	X	X
8 (2) (l)	To disclose personal information to government institutions for the purpose of locating an individual to collect a debt owing to Her Majesty or to make a payment owed by Her Majesty / Communiquer des renseignements personnels à toute institution fédérale en vue de joindre un débiteur ou un créancier de Sa Majesté du chef du Canada et de recouvrer ou d'acquitter la créance.	X	X	X
8 (2) (m)	To disclose personal information in the public interest or to benefit an individual / Communiquer des renseignements personnels pour des raisons d'intérêt public ou pour que l'individu concerné en tire un avantage certain.	X	X	X
8 (4)	To maintain records of requests from investigative bodies and make them available to the Privacy Commissioner on request / Conserver une copie des demandes reçues d'organismes d'enquête et mettre cette copie à la disposition du Commissaire à la protection de la vie privée.	X	X	X
8 (5)	To notify Privacy Commissioner of disclosures in the public interest / Aviser le Commissaire à la protection de la vie privée des communications faites pour des raisons d'intérêt public /	X	X	X
9 (1)	To retain a record of uses or disclosures of personal information for purposes not included in the index (InfoSource), and attach such records to the personal information involved / Conserver un relevé des cas d'usage de renseignements personnels non versés dans le répertoire (Info Source) et le joindre aux renseignements personnels.	X	X	X

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9 (4)	To notify the Privacy Commissioner when personal information is used or disclosed for consistent purposes that are not included in the index (InfoSource), and to include the use in the next issue of the index / Aviser le Commissaire à la protection de la vie privée des cas d'usages compatibles qui ne sont pas versés dans le répertoire (Info Source) et ajouter ces usages dans la prochaine version du répertoire.	X	X	X
10 (1)	To cause personal information to be included personal information banks / Veiller à ce que les renseignements personnels soient versés dans les fichiers de renseignements personnels.	X	X	X
14	To give written notice to individuals who make requests that access will, or will not, be given to requested information; and to give access to the information to the individual who made the request within 30 days / Aviser par écrit la personne qui a fait la demande de ce qu'il sera donné ou non communication totale ou partielle des renseignements personnels; et communiquer dans les 30 jours les renseignements à la personne qui en a fait la demande.	X	X	X
15	To extend time limits for responding to requests and to issue corresponding notices / Proroger le délai mentionné pour répondre aux demandes et envoyer les avis correspondants.	X	X	X
16 (1)	To advise individuals requesting personal information that the requested information does not exist, or to advise individuals of the specific provisions of the Act under which personal information is withheld / Aviser la personne faisant la demande que le dossier n'existe pas, ou aviser la personne de la disposition précise de la Loi sur laquelle se fonde le refus	X	X	X
16 (2)	To neither confirm nor deny that personal information exists / Ni confirmer ni nier qu'un document existe.	X	X	X

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17 (2) (b) and 17 (3) (b) / 17(2)b) et 17(3)b)	To determine the necessity for translation, interpretation, or conversion of requested records to alternative format / Déterminer la nécessité de faire traduire les documents demandés ou de les rendre accessibles dans d'autres formats.	X	X	X
18 (2)	To withhold personal information contained an exempt bank/ Refuser de communiquer des renseignements qui sont versés dans des fichiers inconsultables	X	X	X
19 (1)	To withhold personal information obtained in confidence from governments of foreign states, provinces, municipalities; defined First Nations Councils; or institutions thereof / Refuser la communication de documents contenant des renseignements obtenus à titre confidentiel de gouvernements d'États étrangers, de gouvernement des provinces, de municipalités, de conseils des Premières Nations ou d'organismes correspondants.	X	X	X
19 (2)	To disclose personal information obtained in confidence from governments of foreign states, provinces, municipalities; defined First Nations Councils; or institutions thereof, if the government or institution that provided the information consents to its disclosure or makes the information public / Communiquer des documents contenant des renseignements obtenus à titre confidentiel de gouvernements d'États étrangers, de gouvernements provinciaux, d'administrations municipales, de conseils des Premières Nations ou d'organismes correspondants, si le gouvernement ou l'organisme consent à la communication ou rend l'information publique	X	X	X
20	To withhold personal information if its disclosure would be injurious to the conduct of federal-provincial affairs / Refuser la communication de renseignements personnels dont la divulgation risquerait de porter préjudice à la conduite des affaires fédérales-provinciales.	X	X	X

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21	<p>To withhold personal information if its disclosure would be injurious to the conduct of international affairs, the defence of Canada or its allies, or Canada's efforts toward detecting, preventing, or suppressing subversive or hostile activities /</p> <p>Refuser la communication de renseignements personnels dont la divulgation risquerait de porter préjudice à la conduite des affaires internationales, à la défense du Canada ou d'États alliés ou associés avec le Canada ou à la détection, à la prévention ou à la répression d'activités hostiles ou subversives.</p>	X	X	X
22 (1)	<p>To withhold personal information obtained or prepared by investigative bodies in the course of lawful investigations; or personal information the disclosure of which would be injurious to the enforcement of any law of Canada or a province, or personal information if its disclosure could reasonably be expected to be injurious to the security of penal institutions /</p> <p>Refuser la communication de renseignements personnels obtenus ou préparés par des organismes d'enquête au cours d'enquêtes licites; ou des renseignements personnels dont la divulgation risquerait vraisemblablement de nuire aux activités destinées à faire respecter les lois fédérales ou provinciales; ou des renseignements dont la divulgation risquerait vraisemblablement de nuire à la sécurité des établissements pénitentiaires</p>	X	X	X
22 (2)	<p>To withhold personal information obtained or prepared by the RCMP while performing policing services for a municipality or province /</p> <p>Refuser la communication de renseignements personnels obtenus ou préparés par la Gendarmerie royale du Canada, dans l'exercice de fonctions de police provinciale ou municipale</p>	X	X	X
22.3	<p>To withhold personal information that was created for the purpose of making a disclosure under the <i>Public Servants Disclosure Protection Act</i> /</p> <p>Refuser de communiquer des renseignements personnels qui contiennent des renseignements créés en vue de faire une divulgation au titre de la <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>.</p>	X	X	X

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23	To withhold personal information obtained or prepared by an investigative body for the purpose determining whether to grant security clearances / Refuser de communiquer des renseignements personnels recueillis ou préparés, par un organisme d'enquête lors des enquêtes de sécurité.	X	X	X
24	To withhold personal information collected or prepared by the Correctional Service of Canada or the National Parole Board while the individual concerned was under sentence for an offence / Refuser à un individu la communication de renseignements personnels qui ont été recueillis ou obtenus par le Service correctionnel du Canada ou la Commission nationale des libérations conditionnelles pendant qu'il était sous le coup d'une condamnation.	X	X	X
25	To withhold personal information if its disclosure could reasonably be expected to threaten the safety of individuals / Refuser la communication de renseignements personnels contenant des renseignements dont la divulgation risquerait vraisemblablement de nuire à la sécurité des individus.	X	X	X
26	To withhold personal information about other individuals / Refuser la communication de renseignements personnels au sujet d'autres individus.	X	X	X
27	To withhold personal information that is subject to solicitor-client privilege / Refuser la communication de renseignements personnels contenant des renseignements protégés par le secret professionnel qui lie un avocat à son client.	X	X	X

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28	To withhold personal information concerning the physical or mental health of an individual from the individual who requested it if its disclosure would not be in the individual's best interests / Refuser la communication de renseignements personnels qui portent sur l'état physique ou mental de l'individu qui en demande communication, dans les cas où la prise de connaissance par l'individu concerné des renseignements qui y figurent desservirait celui-ci.	X	X	X
31	To receive notice of investigation by the Privacy Commissioner / Recevoir un avis d'enquête du Commissaire à la protection de la vie privée	X	X	X
33 (2)	To make representations to the Privacy Commissioner during an investigation / Présenter des observations au Commissaire à la protection de la vie privée pendant une enquête	X	X	X
35 (1) (b)	To advise the Privacy Commissioner of actions taken to implement recommendations, or reasons why recommended actions are not being implemented / Aviser le Commissaire à la protection de la vie privée des mesures prises ou envisagées pour la mise en oeuvre de ses recommandations, ou des motifs invoqués pour ne pas y donner suite.	X	X	X
35 (4)	To provide applicants with access to personal information pursuant to Privacy Commissioner's recommendations / Donner communication des renseignements personnels à la personne qui en a fait la demande à la suite d'une recommandation du Commissaire à la protection de la vie privée.	X	X	X
36 (3)	To receive reports from the Privacy Commissioner that personal information should not be contained in an exempt bank / Recevoir des rapports du Commissaire à la protection de la vie privée selon lesquels des renseignements personnels ne devraient pas se trouver dans des fichiers inconsultables	X	X	X

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37 (3)	To receive reports from the Privacy Commissioner regarding compliance with sections 4 to 8 of the <i>Privacy Act</i> / Recevoir des rapports du Commissaire à la protection de la vie privée au sujet de la conformité avec les articles 4 à 8 de la <i>Loi sur la protection des renseignements personnels</i> .	X	X	X
51 (2) (b)	To request that section 51 applications and appeals into the non-disclosure of records pursuant to sections 19(1)(a) or (b), or 21, be held in the National Capital Region / Demander que les auditions et les appels en vertu de l'article 51 relatif au refus de communication de documents en vertu des alinéas 19(1)a) ou b), ou de l'article 21, aient lieu dans la région de la capitale nationale.	X	X	X
51 (3)	To make representations in section 51 hearings / Présenter des observations dans les auditions relatives à l'article 51	X	X	X
69.1	To exclude personal information that CBC collects, uses or discloses for journalistic, artistic or literary purposes / Exclure des renseignements personnels que la Société Radio-Canada recueille, utilise ou communique uniquement à des fins journalistiques, artistiques ou littéraires.	X	X	
70	To exclude confidences of the Queen's Privy Council / Exclure des documents confidentiels du Conseil privé de la Reine pour le Canada.	X	X	X

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72 (1)	To prepare annual report to Parliament on the administration of the <i>Privacy Act</i> / Préparer un rapport annuel pour le Parlement sur l'application de la <i>Loi sur la protection des renseignements personnels</i> .	X	X	X

Hubert T. Lacroix  
 President and CEO / Président-directeur général  
 December 17, 2012 / 17 décembre 2012



**Annex B – Statistical Report for Fiscal Year 2013-2014**

**Statistical Report on the *Privacy Act***Name of institution: CBC/RADIO-CANADAReporting period: 01/04/2013 to 31/03/2014**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	7
Carried over to next reporting period	2

**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	1	0	0	0	0	0	0	1
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	3	0	0	0	0	0	0	3
Request abandoned	1	1	0	0	0	0	0	2
<b>Total</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</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	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	1	0	0
Disclosed in part	0	1	0
<b>Total</b>	1	1	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	2	2	1
Disclosed in part	480	479	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	2

### 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	1	2	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	479	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	2	0	0	0	0	0	0	0	0	0
<b>Total</b>	3	2	1	479	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	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 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
<b>Total</b>	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
<b>Total</b>	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 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

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
<b>Total</b>	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
<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		\$26,669
Overtime		\$0
Goods and Services		\$642
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$321	
• Other	\$321	
<b>Total</b>		<b>\$27,311</b>

### 8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	4.00	1.00	5.00
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
<b>Total</b>	4.00	1.00	5.00

