

**THE STANDARDS COUNCIL OF CANADA
ANNUAL REPORT, 2008 - 2009
PRIVACY ACT**

Statistical Report

For the period April 1, 2008 to March 31, 2009, the Standards Council of Canada has not received any formal requests for access to personal information.

Organization of Privacy Act Activities

The role of the ATIP Coordinator is currently performed on a part-time basis due to the lack of requests received to date.

Any requests for formal access are directed to the ATIP Coordinator who is responsible to implement the search and retrieval of the requested information. The Head of the organization however is the only person with authority to respond to or direct a response to any inquiry that might be made pursuant to the Privacy Act.

Privacy Act Implementation

As the Standards Council of Canada has yet to receive any formal requests, the impact of the Privacy Act on the Council has been minimal. Thus far, the Council's primary task has consisted of responding to the administrative requirements of the Act.

The Standards Council of Canada maintains a company-wide file index and classification system. All personal information held by the Council resides within this classification system but is accessible solely by personnel staff (one director, one manager and one officer).

Use and Disclosure

Personal information is used only for the purpose for which it has been collected.

Delegation Instrument

The following officials, by title, are responsible for the implementation of the Privacy Act:

1. Head of the Organization
2. Corporate Planner

PIAs and PPIAs

The Standards Council of Canada has not initiated or completed any Privacy Impact Assessments (PIAs) or Preliminary Privacy Impact Assessments (PPIAs) during the 2008-2009 reporting period.
