



**THE STANDARDS COUNCIL OF CANADA
ANNUAL REPORT, 2009 - 2010
PRIVACY ACT**

1. Introduction

The *Privacy Act* provides citizens with the right to access personal information held by the government and protection of that information against unauthorized use and disclosure.¹ As a federal Crown corporation, the Standards Council of Canada (SCC)'s policy endeavours to fully comply with both the spirit and letter of any legislation which may govern the release of specific information, including personal information. SCC is committed to protecting the privacy of all clients, stakeholders and employees. Personal information collected by the SCC is used only for the purpose for which it was collected.

Standards Council of Canada's Mandate

The mandate of the Standards Council of Canada is to promote efficient and effective voluntary standardization in Canada, where standardization is not expressly provided for by law and, in particular, to:

- a) promote the participation of Canadians in voluntary standards activities,
- b) promote public-private sector cooperation in relation to voluntary standardization in Canada,
- c) coordinate and oversee the efforts of the persons and organizations involved in the National Standards System,
- d) foster quality, performance and technological innovation in Canadian goods and services through standards-related activities, and
- e) develop standards-related strategies and long-term objectives, in order to

advance the national economy; support sustainable development; benefit the health; safety and welfare of workers and the public; assist and protect consumers; facilitate domestic and international trade and further international cooperation in relation to standardization.²

2. 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.

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).

¹ Treasury Board of Canada Secretariat 2010

² Subsection 4.(1), *Standards Council of Canada Act*, R.S.C. 1970, c. 41 (1st Supp.), amended 1996, c. 24



3. Delegation Authority

The following official, by title, is responsible for the implementation of the *Privacy Act*: Corporate Planner (see appendices for delegation authority)

4. Statistical Report

For the period April 1, 2009 to March 31, 2010, the Standards Council of Canada has not received any formal requests for access to personal information.

5. Privacy-related training

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.

Given that in December 2008 a tailored training session was provided to SCC management on the *Privacy Act*, SCC did not provide any further training to SCC management in FY 2009-2010. SCC plans to offer next fiscal year a similar ATIP course to the one it provided in 2008. Also, given that SCC's ATIP Coordinator undertook personal information and privacy impact assessment training in the fall of 2008, no further training was undertaken for the reporting period. A review of further training requirements will be undertaken in 2010-11.

6. New and/or revised institution-specific privacy related policies

The Standards Council of Canada did not implement any new or revised privacy related policies during the reporting period. As part of SCC's commitment to continual improvement, SCC provides support for its major programs and services and corporate functions through a quality management system (QMS). SCC's quality management system includes a quality document on handling of access to information and privacy requests. This document was reviewed in 2009-2010 to ensure that it was up-to-date with new Treasury Board Secretariat (TBS) policies and directives. As a result of this review, SCC did not implement any new/or revised changes to its QMS document. SCC's own policies regarding the *Access to Information and Privacy Acts* are in compliance with the revised directive from TBS. With an established security policy, SCC exercises due diligence, due care and respects all relevant privacy provisions. Personal information is used only for the purpose for which it has been collected.

7. Complaints and/or investigations

The Standards Council of Canada had no complaints or investigations during this reporting period.

8. PIAs

The Standards Council of Canada has not initiated or completed any Privacy Impact Assessments (PIAs) during the 2009-2010 reporting period.



9. Disclosures

No disclosures were made by the Standards Council of Canada under paragraph 8 (2) (m) during the reporting period.



d'accès à l'information et à des renseignements personnels. Ce document a été révisé en 2009-2010 pour faire en sorte qu'il soit conforme aux nouvelles politiques et directives du Secrétariat du Conseil du Trésor (SCT). Par suite de cette révision, le CCN n'a apporté aucune modification à son document SMQ. Les politiques du CCN relatives à la *Loi sur l'accès à l'information* et à la *Loi sur la protection des renseignements personnels* sont conformes à la directive révisée du SCT. Fidèle à la politique de sécurité qu'il a établie, le CCN fait preuve de diligence et de vigilance et respecte toutes les dispositions pertinentes relatives à la confidentialité. Les renseignements personnels sont utilisés uniquement dans le but pour lequel ils ont été recueillis.

7. Plaintes et/ou enquêtes

Le Conseil canadien des normes n'a reçu aucune plainte et n'a pas fait l'objet d'enquêtes au cours de la période de rapport.

8. ÉFVP

Le Conseil canadien des normes n'a pas initié ni effectué d'évaluation des facteurs relatifs à la vie privée (ÉFVP) au cours de la période de rapport de 2009-2010.

9. Divulgence

Le Conseil canadien des normes n'a fait aucune divulgation en vertu de l'alinéa 8(2)m) au cours de la période de rapport.



Standards Council of Canada
Conseil canadien des normes

**APPENDICES FOR THE STANDARDS COUNCIL OF CANADA
ANNUAL REPORT 2009 - 2010
PRIVACY ACT**

**ANNEXES POUR LE CONSEIL CANADIEN DES NORMES
RAPPORT ANNUEL DE 2009-2010
LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**



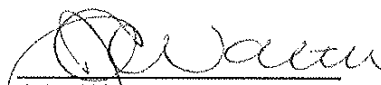
OFFICE OF THE EXECUTIVE DIRECTOR
BUREAU DU DIRECTEUR GÉNÉRAL

2010-03-23

Subject: Delegation of Authority for Access to Information and Privacy (ATIP) requests received by the Standards Council of Canada (SCC)

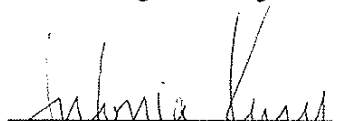
By means of this letter, I, John Walter, as Executive Director of the Standards Council of Canada, delegate the authority herein described to the Corporate Planner on the following terms and conditions:

1. The Corporate Planner may review and execute, on my behalf, any formal requests for access to information and/or privacy. This includes initiating the search for, retrieval and disclosure of the requested records.
2. The requests subject to this delegation are those relating to the implementation of the Access to Information Act and to the Privacy Act.
3. This delegation is effective immediately and shall run until revoked by the delegating official or his/her successor.
4. The authority delegated is not subject to sub-delegation without my prior and express written consent.
5. This delegation is made pursuant to sections "73" of the Access to Information Act (1980-81-82-83, c. 111, Sch. I "73") and Privacy Act (1980-81-82-83, c. 111, Sch. II "73"), and is subject thereto.


John Walter
Executive Director,
Standards Council of Canada

March 23, 2010
Date

Acknowledged and agreed:


Antonia Kusy
Corporate Planner
Standards Council of Canada

2010 - 03 - 23
Date



REPORT ON THE PRIVACY ACT / RAPPORT CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Institution Standards Council of Canada/Conseil Canadien des normes	Reporting period / Période visée par le rapport 2009-04-01/2010-03-31
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I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels	
Received during reporting period / Reçues pendant la période visée par le rapport	0
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	0
Completed during reporting period / Traitées pendant la période visées par le rapport	0
Carried forward / Reportées	0

IV Exclusions cited / Exclusions citées	
S. Art. 69(1)(a)	0
(b)	0
S. Art. 70(1)(a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0

VII Translations / Traductions	
Translations requested / Traductions demandées	0
Translations prepared / Traductions préparées	0
English to French / De l'anglais au français	0
French to English / Du français à l'anglais	0

II Disposition of request completed / Disposition à l'égard des demandes traitées	
1. All disclosed / Communication totale	0
2. Disclosed in part / Communication partielle	0
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0
5. Unable to process / Traitement impossible	0
6. Abandoned by applicant / Abandon de la demande	0
7. Transferred / Transmission	0
TOTAL	0

V Completion time / Délai de traitement	
30 days or under / 30 jours ou moins	0
31 to 60 days / De 31 à 60 jours	0
61 to 120 days / De 61 à 120 jours	0
121 days or over / 121 jours ou plus	0

VIII Method of access / Méthode de consultation	
Copies given / Copies de l'original	0
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

III Exemptions invoked / Exceptions invoquées	
S. Art. 18(2)	0
S. Art. 19(1)(a)	0
(b)	0
(c)	0
(d)	0
S. Art. 20	0
S. Art. 21	0
S. Art. 22(1)(a)	0
(b)	0
(c)	0
S. Art. 22(2)	0
S. Art. 23 (a)	0
(b)	0
S. Art. 24	0
S. Art. 25	0
S. Art. 26	0
S. Art. 27	0
S. Art. 28	0

VI Exemptions / Prorogations des délais		
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations	0	0
Consultation	0	0
Translation / Traduction	0	0
TOTAL	0	0

IX Corrections and notation / Corrections et mention	
Corrections requested / Corrections demandées	0
Corrections made / Corrections effectuées	0
Notation attached / Mention annexée	0

X Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 0.00
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 0.00
TOTAL	\$ 0.00
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.0000



Appendix C

Additional Reporting Requirements

Access to Information Act

In addition to the reporting requirements addressed in form TBS/SCT 350-62 "Report on the *Access to Information Act*", institutions are required to report on the following using this form:

Part III – Exemptions invoked

Section 13

Subsection 13(e) _____

Section 14

Subsections 14(a) _____

14(b) _____

Part IV – Exclusions cited:

Subsection 69.1 (1) _____

Additional Reporting Requirements

The Standards Council of Canada did not undertake any of the above noted activities during the reporting period.

Privacy Act

Treasury Board Secretariat is monitoring compliance with the Privacy Impact Assessment (PIA) Policy (which came into effect on May 2, 2002) through a variety of means. Institutions are therefore required to report the following information for this reporting period.

Indicate the number of:

Preliminary Privacy Impact Assessments initiated: _____

Preliminary Privacy Impact Assessments completed: _____

Privacy Impact Assessments initiated: _____

Privacy Impact Assessments completed: _____

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

If your institution did not undertake any of the activities noted above during the reporting period, this must be stated explicitly.

The Standards Council of Canada did not undertake any of the above noted activities during the reporting period.