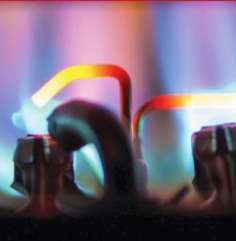
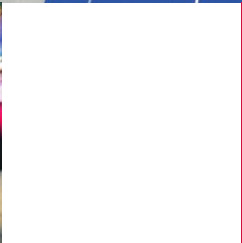




**Standards Council of Canada**  
**Conseil canadien des normes**



**2017-2018**  
**Annual Report to**  
**Parliament**  
*Privacy Act*



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## INTRODUCTION

The *Privacy Act* (R.S.C. 1985, c. P-21) came into force on July 1, 1983. The Act governs how the federal government may collect personal information, restricts the use and disclosure of this information, and gives individuals a right to review and correct their personal information. Section 72 requires every head of a federal government institution to submit a report to Parliament on the administration of the Act within their institution during the fiscal year.

This report is submitted in accordance with section 72 of the Act. It presents an overview of *Privacy Act* activities carried out within Standards Council of Canada (SCC) during the reporting period of April 1, 2017 to March 31, 2018.

The SCC is a Crown corporation established by an Act of Parliament in 1970 to foster and promote voluntary standardization in Canada. It is independent of government in its policies and operations, although it is financed partially by Parliamentary appropriation.

The mandate of the Council is to:

- promote the participation of Canadians both in voluntary standards activities and in public-private sector cooperation in relation to voluntary standardization in Canada;
- coordinate and oversee the efforts of the persons and organizations involved in Canadian goods and services through standards-related activities;
- develop standards-related strategies and long-term objectives.

The SCC promotes efficient and effective voluntary standardization in Canada to advance the national economy, support sustainable development, benefit the health, safety and welfare of workers and the public, assist and protect consumers, and facilitate domestic and international trade.

## ORGANIZATIONAL STRUCTURE

The Vice-President, Communications and Corporate Planning, and the Manager, Corporate Planning, share responsibilities for the Access to Information and Privacy (ATIP) Division. They have delegated authority on all matters concerning ATIP matters. The Manager, Corporate Planning is the SCC's ATIP Coordinator. The ATIP Division, which is a part of the Corporate Planning, is the central coordinating body for all requests received by the SCC under the *Access to Information Act* and the *Privacy Act*.

The ATIP Division directs all activities within the SCC relating to the administration, application and promotion of the *Access to Information Act* and the *Privacy Act*. It provides advice to senior management on the implementation of the statutes and prepares reports to Parliament, the Treasury Board Secretariat and senior management. The ATIP Division represents the SCC in complaints and investigations conducted by the Information Commissioner and Privacy Commissioner of Canada, and in any Federal Court applications arising from ATIP matters.

As of March 31, 2017, the ATIP Division had no staff dedicated to this function.

## **DELEGATION OF AUTHORITY**

Decision-making responsibility for the application of the various provisions of the *Privacy Act* has been formally established and is outlined in the Delegation of Authority Instrument. The current Designation Order was approved by the SCC Chief Executive Officer, in April 2018. A copy of the designation order pertaining to the *Privacy Act* can be found in Appendix **B** of this report.

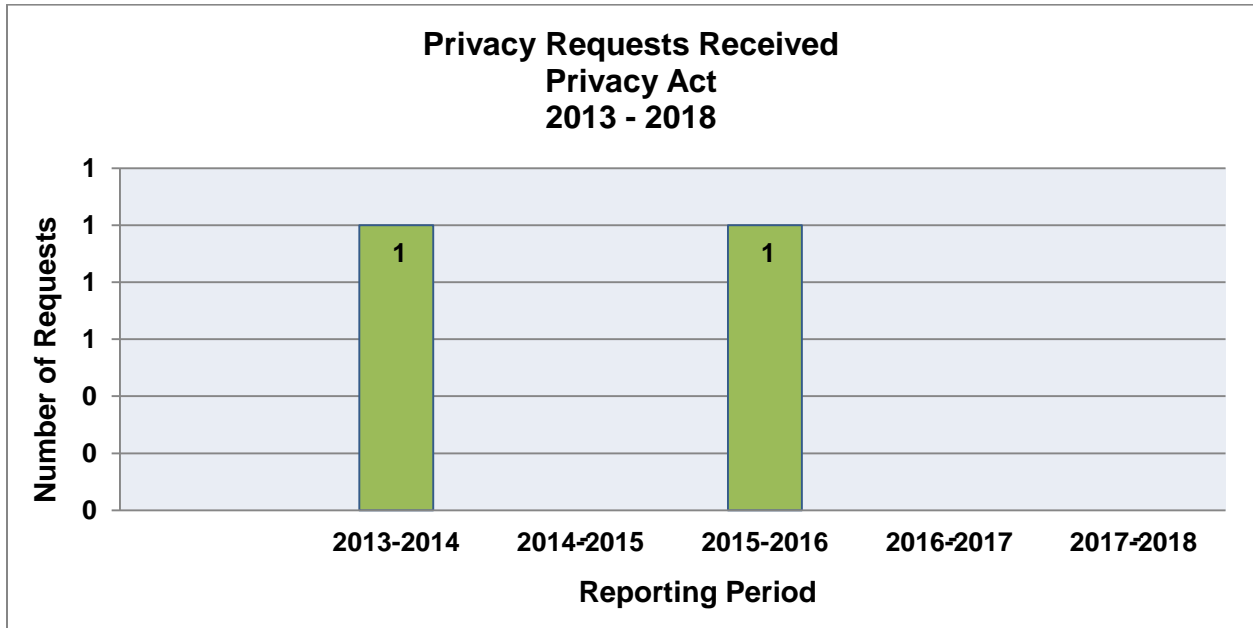
This delegation order instrument provides full delegated authority under the Acts to the Vice-President, Communications and Corporate Planning, and the Manager, Corporate Planning.

## **INTERPRETATION OF THE STATISTICAL REPORT**

The SCC's Statistical Report on the *Privacy Act* is included in Appendix **A** of this report.

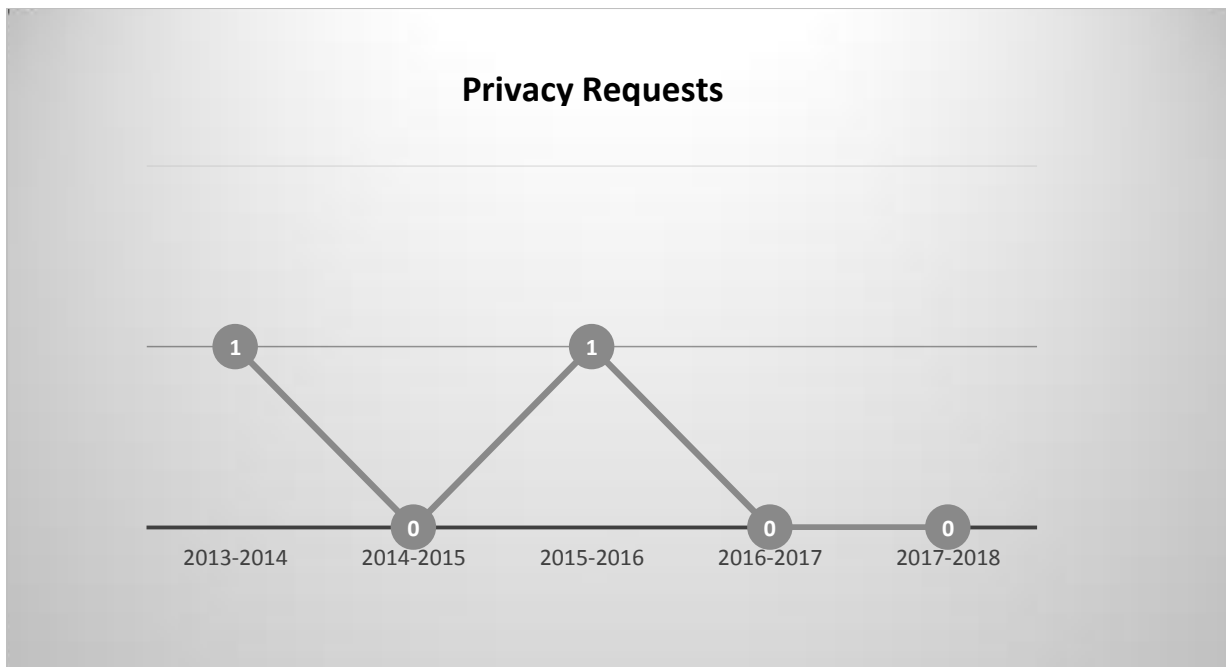
Between April 1, 2017 and March 31, 2018, the SCC received no requests under the *Privacy Act*. None was carried forward from the 2016–2017 reporting period.

Figure 1 displays the number of access to information requests that were **received** by the ATIP Division from 2013–2014 to 2017–2018.



**Figure 1**

The evolution of the total number of privacy requests that were **received** by the ATIP Division from 2013–2014 to 2017–2018 is found in figure 2.



**Figure 2**

Figure 3 displays the number of requests under the Privacy Act completed from 2013–2014 to 2017–2018.

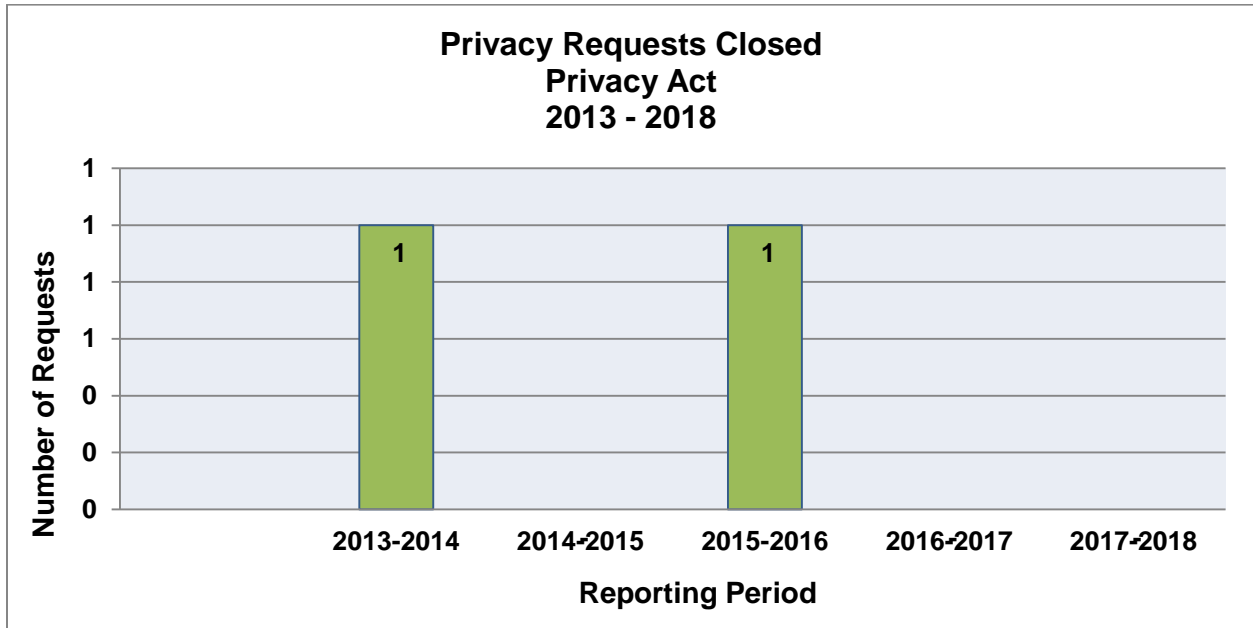


Figure 3

Figure 4 shows the number of pages processed by the ATIP Division in processing requests under the *Privacy Act* from 2013–2014 to 2017–2018.

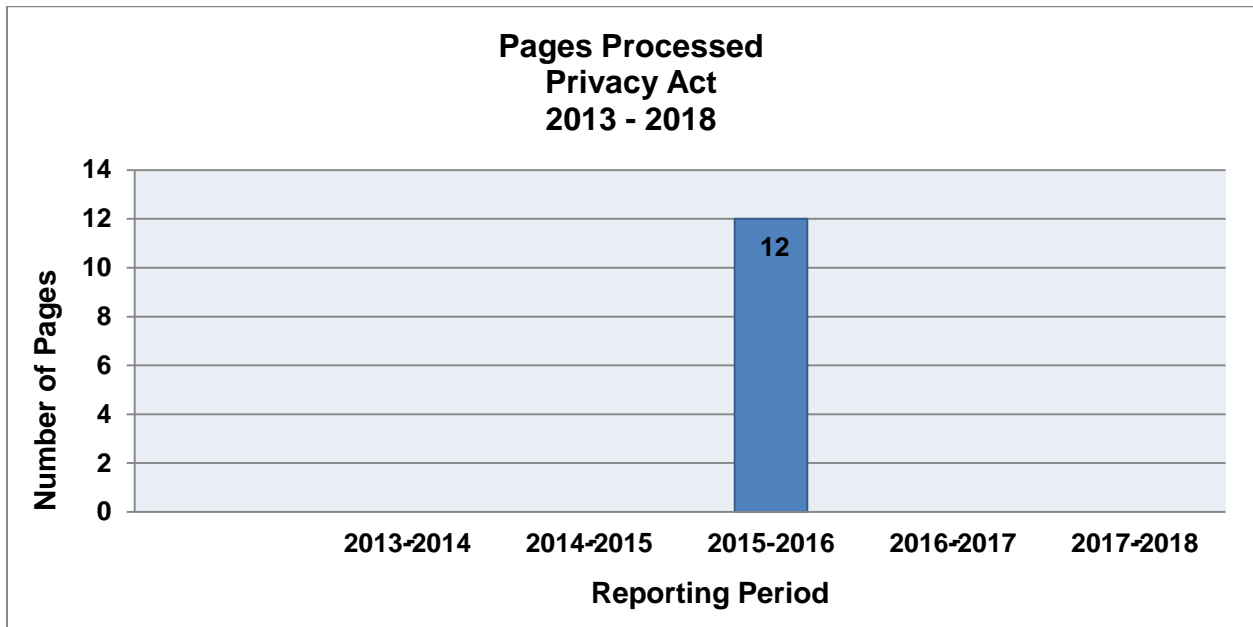


Figure 4

The number of pages **disclosed** by the ATIP Division in processing requests under the *Privacy Act* from 2013–2014 to 2017–2018 is found in figure 5.

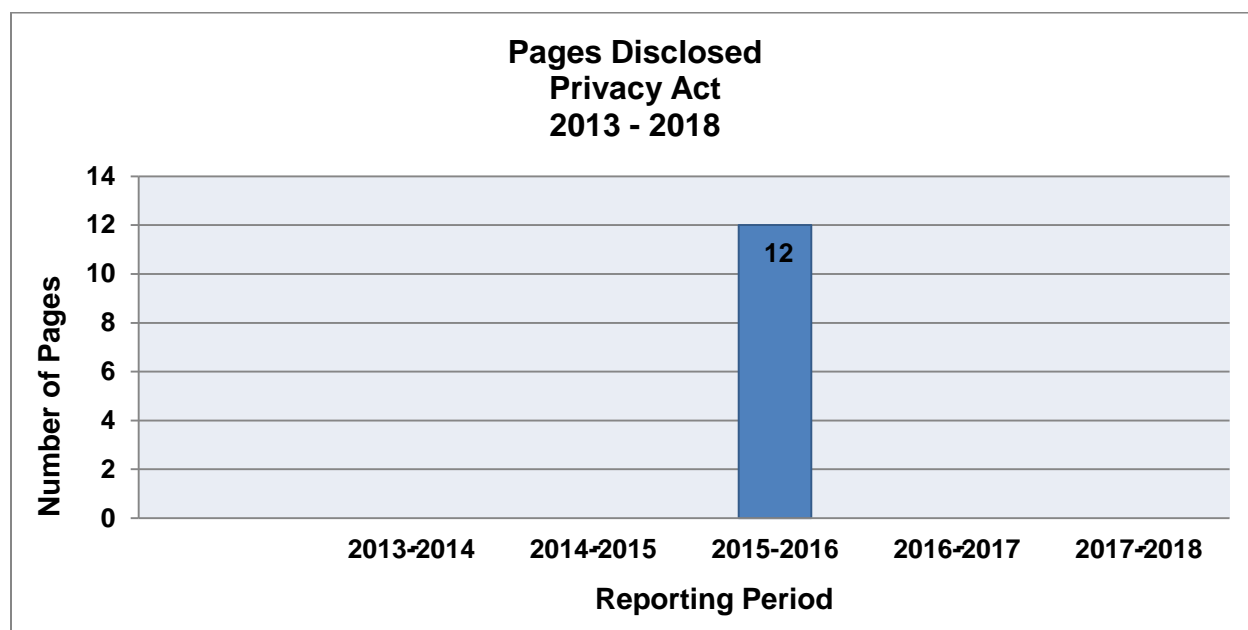


Figure 5

### Corrections

Paragraph 12(2)(a) of the *Privacy Act* gives individuals a right to request a correction of personal information about them held by the federal government.

No corrections were requested or made in the 2017–2018 reporting period.

### Disclosure under Subsection 8(2)

Paragraphs 8(2)(e), (f), (g), and (m) of the *Privacy Act* permit the disclosure of personal information to various investigative/regulatory bodies or to Members of Parliament, or if disclosure is in the public interest.

No disclosures under subsection 8(2), including under paragraph 8(2)(m), were completed in the 2017–2018 reporting period.

### Consultations

In 2017–2018, the SCC did not receive privacy consultation from another federal government institution or from other organizations.

### Costs

The costs involved in administering the *Privacy Act* were nil.

## **TRAINING ACTIVITIES**

The ATIP Division provides daily advice to SCC's staff on the processing of ATIP requests as well as the interpretation of the Acts to ensure the efficient and consistent processing of all requests received by the SCC.

Because of the sudden increase in the number of access to information requests which impacted significantly on the ATIP Division's activities, formal training activities were postponed.

## **POLICIES, GUIDELINES, PROCEDURES AND REPORTING**

### **Policies and Guidelines**

The ATIP Division relies on the access to information policies and guidelines developed by the Treasury Board of Canada's Secretariat. The SCC did not develop or implement institution-specific policies, guidelines and procedures related to privacy during the reporting period. Hence, no issues were raised by the Office of the Privacy Commissioner or other Agents of Parliament (e.g., Auditor General) or for other reasons.

### **Reporting**

The ATIP Division regularly monitors privacy activities through ongoing communication with branch and directorate liaison contacts. These reports are done every month.

### **Publicly Accessible Information and Inquiry Points**

Info Source is a series of publications containing information on the Government of Canada and on the Government's data collection activities. Info Source is intended to help the public access government information and to exercise their rights under the *Privacy Act* and *Access to Information Act*.

The SCC's comprehensive website provides information on the SCC's policies, its organizational structure and the means to contact SCC's officials. In accordance with the federal government's policy of proactive disclosure, the SCC's website also allows access to internal evaluations and audits, as well as information on hospitality expenses, contracts and grants.

To facilitate public access to information and to comply with the Act, a SCC's room has been designated a public reading room. The room is located on the 6<sup>th</sup> floor, 55 Metcalfe street, Ottawa, Ontario.



## **Data Sharing Activities**

The SCC did not undertake any new internal or external data sharing activities in 2017–2018.

## **Exempt Personal Information Banks**

The SCC has no exempt Personal Information Banks.

## **Privacy Impact Assessments**

To fulfill its mandate, some of the SCC's responsibilities require the collection, use and disclosure of personal information. As a trusted custodian of this information, the SCC uses Privacy Impact Assessments, in accordance with Treasury Board of Canada Secretariat's policy, as a risk management tool. Although the SCC did not complete any Privacy Impact Assessments during the reporting period, the ATIP Division regularly provides advice to SCC's employees on privacy matters.

## **Material Privacy Breaches**

There was no material privacy breach during the 2017-2018 fiscal year.

## **COMPLAINTS, AUDITS, INVESTIGATIONS AND APPEALS**

Applicants have the right to register a complaint with the Privacy Commissioner of Canada regarding any matter relating to the processing of a request.

As indicated at Appendix A, during the 2017–2018 reporting period, no complaints were filed with the Office of the Privacy Commissioner of Canada against the SCC.

## **Applications/Appeals to the Federal Court or Federal Court of Appeal**

No applications were filed against a SCC's decision.

# APPENDIX A: STATISTICAL REPORT



## Statistical Report on the *Privacy Act*

Name of institution: STANDARDS COUNCIL OF CANADA

Reporting period: 2017-04-01 to 2018-03-31

### Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
<b>Total</b>	<b>0</b>
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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 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
<b>Total</b>	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 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
<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 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
<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	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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
----------------------------	---

**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	
<b>Total</b>		<b>\$0</b>

**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
<b>Total</b>	<b>0.00</b>

**Note:** Enter values to two decimal places.



# APPENDIX B: DESIGNATION ORDER INSTRUMENT



**Standards Council of Canada**  
**Conseil canadien des normes**

55, rue Metcalfe Street, Suite / bureau 600, Ottawa ON K1P 6L5, CANADA  
tel/tél. +1 613 238 3222 fax/télé. +1 613 569 7808 Web www.scc-ccn.ca

OFFICE OF THE CHIEF EXECUTIVE OFFICER  
BUREAU DU DIRECTEUR GÉNÉRAL

2018-04-30

**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, Chantal Guay, as Chief Executive Officer of the Standards Council of Canada (SCC), delegate the authority herein described to the Vice-President, Communications and Corporate Planning & Corporate Secretary and the Manager, Corporate Planning on the following terms and conditions:

1. The Vice-President, Communications and Corporate Planning & Corporate Secretary, and the Manager, Corporate Planning, 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.

Chantal Guay  
Chief Executive Officer, SCC

2018/4/30

Date

Acknowledged and agreed:

Sandra Watson  
Vice-President, Communications and Corporate Planning  
& Corporate Secretary

2014-04-30

Date

Donna Graser  
Manager, Corporate Planning

2018/04/30

Date

cc: Kathy Milsom, SCC Chair

Standards experts. Accreditation solutions.  
Expert en normalisation. Solutions d'accréditation.

Canada