

**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.

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Institution  
Standards Council of Canada/Conseil Canadien des normes

Reporting period / Période visée par le rapport  
2008-04-01/2009-03-31

I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels	IV Exclusions cited / Exclusions citées	VII Translations / Traductions
Received during reporting period / Reçues pendant la période visée par le rapport	S. Art. 69(1)(a) 0	Translations requested / Traductions demandées 0
Outstanding from previous period / En suspens depuis la période antérieure	(b) 0	Translations prepared / De l'anglais au français 0
<b>TOTAL</b>	S. Art. 70(1)(a) 0	Traductions préparées French to English / Du français à l'anglais 0
Completed during reporting period / Traitées pendant la période visées par le rapport	(b) 0	
Carried forward / Reportées	(c) 0	
	(d) 0	
	(e) 0	
	(f) 0	
II Disposition of request completed / Disposition à l'égard des demandes traitées	V Completion time / Délai de traitement	IX Corrections and notation / Corrections et mention
1. All disclosed / Communication totale 0	30 days or under / 30 jours ou moins 0	Corrections requested / Corrections demandées 0
2. Disclosed in part / Communication partielle 0	31 to 60 days / De 31 à 60 jours 0	Corrections made / Corrections effectuées 0
3. Nothing disclosed (excluded) / Aucune communication (exclusion) 0	61 to 120 days / De 61 à 120 jours 0	Notation attached / Mention annexée 0
4. Nothing disclosed (exempt) / Aucune communication (exemption) 0	121 days or over / 121 jours ou plus 0	
5. Unable to process / Traitemment impossible 0		
6. Abandoned by applicant / Abandon de la demande 0		
7. Transferred / Transmission 0		
<b>TOTAL</b>		
III Exemptions invoked / Exceptions invoquées	VI Extentions / Prorogations des délais	X Costs / Coûts
S. Art. 18(2) 0		Financial (all reasons) / Financiers (raisons)
S. Art. 19(1)(a) 0		Salary / Traitements \$ 0.00
(b) 0		Administration (O and M) / Administration (fonctionnement et maintien) \$ 0.00
(c) 0		<b>TOTAL</b> \$ 0.00
(d) 0		
S. Art. 20 0		Person year utilization (all reasons) / Années-personnes utilisées (raisons)
S. Art. 21 0		Person year (decimal format) / Années-personnes (nombre décimal) 0.0000
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		

