



# Annual Report to Parliament on the *Privacy Act*

April 1, 2021 to  
March 31, 2022



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**CANADA INFRASTRUCTURE BANK**  
**ANNUAL REPORT ON THE ADMINISTRATION OF THE *PRIVACY ACT***  
**April 1, 2021 to March 31, 2022**

## 1. Introduction

### a) Purpose of the *Privacy Act*

The purpose of the *Privacy Act* (“**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.<sup>1</sup>

This Annual Report describes how the Canada Infrastructure Bank (“**CIB**”) administered the Act during the reporting period from April 1, 2021 to March 31, 2022 (the “**Reporting Period**”). This Annual Report is prepared in accordance with section 72(1) of the Act and is hereby submitted for tabling in Parliament under section 72(2) of the Act.

This is the fifth Annual Report prepared by the CIB on the administration of the Act. The previous such reports are available within the “Reports & Transparency” section of the CIB’s Web site: <https://cib-bic.ca/>.

The CIB does not have wholly owned subsidiaries and is not required to report on behalf of any non-operational institution.

### b) Mandate of the Canada Infrastructure Bank

CIB was established in June 2017 as a federal Crown corporation accountable to Parliament. CIB reports to Parliament through the Minister of Infrastructure and Communities (the “**Minister**”).

The *Canada Infrastructure Bank Act* sets out the CIB’s mandate as follows:

*The purpose of the Bank is to invest, and seek to attract investment from private sector investors and institutional investors, in infrastructure projects in Canada or partly in Canada that will generate revenue and that will be in the public interest by, for example, supporting conditions that foster economic growth or by contributing to the sustainability of infrastructure in Canada.*<sup>2</sup>

The CIB receives appropriations from the Government of Canada. Parliament has authorized up to \$35 billion and the requisite authorities to participate in infrastructure transactions in new and innovative ways, using loans, loan guarantees and equity investments. Of this total, the CIB is expected to prudently manage its portfolio so the net fiscal expense to the Government of Canada will remain under \$15 billion.

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<sup>1</sup> *Privacy Act*, R.S.C., 1985, c. P-21, s. 2.

<sup>2</sup> *Canada Infrastructure Bank Act*, S.C. 2017, c. 20, s. 403, s. 6.

The CIB develops projects in partnership with federal, provincial, territorial, municipal, and Indigenous government sponsors and the private sector. As indicated in the Minister's Statement of Priorities and Accountabilities ("**SPA**") received on February 3, 2021, the CIB's investment, advisory and research functions should be focused in the following priority areas:

- Public Transit, including major transit projects, and zero-emission buses with a long-term target of \$5 billion in investments.
- Green Infrastructure, including energy efficient building retrofits, water and wastewater with a long-term target of \$5 billion in investments.
- Trade and Transport, including trade corridors, bridges, passenger rail, and agricultural infrastructure, with a long-term target of \$5 billion in investments.
- Broadband, including for unserved and underserved community broadband connectivity with a long-term target of \$3 billion in investments.
- Clean Power, including renewables, district energy, storage, interties and transmission with a long-term target of \$5 billion in investments.

Moreover, the SPA called on the CIB to establish a new investment target of \$1 billion for Indigenous Infrastructure projects across the five priority areas set out above. The SPA is available on the CIB's Web site (<https://cib-bic.ca/en/about-us/governance/>).

## 2. Organizational Structure

The CIB is governed by an independent board of directors, appointed by the Governor in Council on the advice of the Minister of Infrastructure and Communities. The Chief Executive Officer ("**CEO**") is appointed by the Governor in Council upon the recommendation of the board of directors. The CEO is responsible for the management of the business and other affairs of the CIB and reports to the board of directors on the overall performance of the organization.

The CIB does not have a formalized Access to Information and Privacy ("**ATIP**") office with staff dedicated to ATIP matters on a full-time basis. The powers, duties and functions of the administration of the Act have been delegated by the CEO to the General Counsel & Corporate Secretary who also serves as the organization's ATIP Coordinator.

The ATIP Coordinator is responsible for managing the CIB's day-to-day activities relating to the operation of the Act and the regulations, as well as complying with related Treasury Board of Canada Secretariat policies, directives, and guidelines.

The ATIP Coordinator is also responsible for:

- processing requests for personal information and the resolution of complaints pursuant to the Act and exercising discretion under the Act in a fair, reasonable and impartial manner with respect to decisions associated with such processing;
- preparing the annual report on the administration of the Act that is tabled in each House of Parliament;

- preparing the statistical report on the administration of the Act within the CIB;
- preparing new or modified Personal Information Bank descriptions;
- updating the CIB's chapter in *Info Source: Sources of Federal Government and Employee Information*, including proposed new or modified Personal Information Banks;
- providing training, ongoing advice and guidance to senior management and staff on matters related to privacy;
- regularly reviewing the effectiveness of the CIB's privacy procedures and, where required, initiating actions to correct any deficiencies;
- staying current on, and promulgate within the CIB, any changes to administrative requirements for the Act from the Treasury Board of Canada Secretariat, or guidance prepared by the Office of the Privacy Commissioner; and
- participating in ATIP community activities and ATIP community meetings.

The General Counsel & Corporate Secretary is an officer of the CIB and reports directly to the CEO. The ATIP Coordinator is supported by two full-time employees, the Manager, Information Governance and Business Continuity and the Corporate Governance Associate, who provide assistance as needed with coordinating the processing of ATIP requests, consultations and complaints, and responding to informal requests for information.

The CIB was not a party to any service agreement pursuant to Section 73.1 of the Act during the Reporting Period.

### **3. Delegation Order**

For the purposes of section 3 of the Act, the Chief Executive Officer of the CIB is designated as the "Head" of the government institution.

Pursuant to section 73 of the Act, the CEO's authority has been delegated to the General Counsel & Corporate Secretary to enable the CIB to meet its legislated requirements.

A copy of the signed Delegation Order dated March 10, 2021 in effect at the end of the Reporting Period is attached (Appendix A).

### **4. Administration of the Act and Performance**

#### **a) Statistical Report for 2021-22**

CIB did not receive any requests for personal information under the Act during the Reporting Period. This figure coincides with the historical trend. Since the CIB was established in June 2017, the CIB has not received any requests for personal information under the Act. Moreover, the CIB has never conveyed personal information to federal investigative agencies pursuant to the provisions of the Act.

During the Reporting Period, the CIB did not receive any consultations from another government institution and no consultations were pending at the end of the previous reporting period.

No costs were incurred for the administration of the Act during the Reporting Period.

The Statistical Report regarding *Privacy Act* requests that was submitted to the Treasury Board of Canada Secretariat is attached (Appendix B).

## b) Impact of COVID-19 Measures

The CIB operated under its Business Continuity Plan during the Reporting Period. ATIP is not defined as a “critical” or “essential service” under the CIB’s Business Continuity Plan. Consistent with the principles of openness, accountability, and transparency, the CIB posted a notice to the public on its website to advise Canadians that communications with the CIB pertaining to ATIP requests should be directed by email to the ATIP Coordinator’s email address: [atip-aiprp@cib-bic.ca](mailto:atip-aiprp@cib-bic.ca).

The CIB provided regular reports to TBS to describe the impact of COVID-19-related measures on the institution’s ability to fulfill its responsibilities under the Act, and any mitigation measures that were implemented. During the Reporting Period, access to the CIB’s head office was restricted for 21 weeks, and Employees had significantly reduced access to process physical files (for example, reviewing paper records, scanning, and processing incoming and outgoing mail). However, the CIB’s ability to respond to requests within the timelines mandated by the Act was not affected for the Reporting Period. All Employees have access to the CIB’s information management systems remotely and the CIB had full capacity to process ATIP requests and consultations from other government institutions received electronically.

## 5. Training and Awareness

During the Reporting Period, the ATIP Coordinator continued to promote awareness of the CIB’s obligations under the Act through a variety of training approaches. The following table describes the training and awareness activities related to Access to Information and Privacy during the Reporting Period:

Awareness Session	Description
<b><i>Code of Conduct for Employees</i></b>	<p>Each employee is required, upon joining the CIB and at least once every two years thereafter, to complete mandatory awareness on the Code of Conduct for Employees. The awareness session covers:</p> <ul style="list-style-type: none"> <li>• the CIB’s five core values: integrity; accountability; respect; inclusion; leadership;</li> <li>• the values and expected behaviours included the Values and Ethics Code for the Public Sector; and</li> <li>• employees’ responsibilities, including with respect to the requirements related to the</li> </ul>

	<p>process of access to information requests and the requirements related to the protection of personal information.</p> <p>The awareness session also includes interactive case studies designed to help employees understand how they should act in response to common ethical dilemmas.</p> <p>During the Reporting Period, two awareness sessions were held in English and one training session was held in French. A total of 82 employees completed the awareness session, which represents over 95% of the CIB's total employee population for the Reporting Period.</p>
<p><b>Compliance with the Access to Information Act and Privacy Act (roles and responsibilities)</b></p>	<p>This training session is mandatory for all new employees as part of their orientation. The purpose of this session is to provide employees with an overview of the Act; timelines to respond to requests; the duty to assist; exemptions and exclusions; steps in processing an access to information request; the role and responsibilities of the ATIP Coordinator and CIB employees in processing access to information requests; and offences for obstructing the right of access or an investigation by the Information Commissioner.</p> <p>One (1) awareness session was held during the Reporting Period with 24 participants.</p>

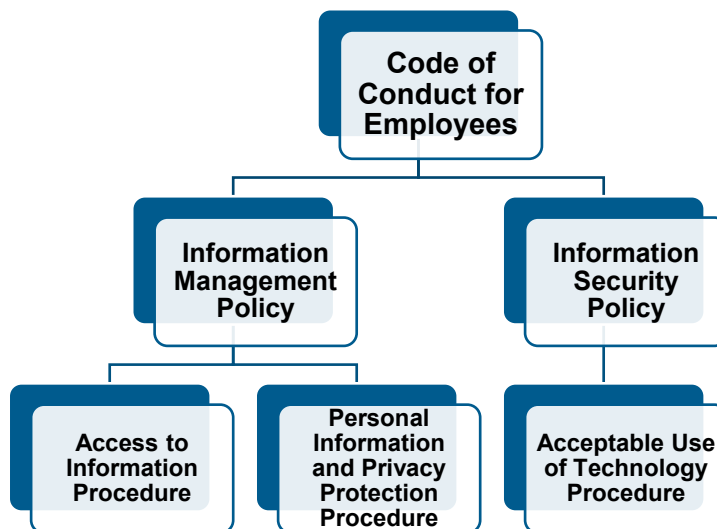
Employees also attended mandatory sessions on information security best practices, including safeguarding confidential and personal information, facilitated by the CIB's information technology (IT) services provider. Four sessions were held during the Reporting Period.

In addition, given the small size of the corporation (94 full-time employees and contractors as of the end of the Reporting Period), the ATIP Coordinator is also able to offer one-on-one or small group training and guidance in both official languages as the need arises. The ATIP Coordinator also attended quarterly community meetings hosted by the Treasury Board of Canada Secretariat.

The ATIP Coordinator also annually reports on the administration of the Act to the Human Resources and Governance Committee of the CIB's Board of Directors.

## 6. Policies, Guidelines, Procedures and Initiatives

CIB implemented the following institution-specific policies and procedures and initiatives that incorporate privacy related issues.



During the Reporting Period, the CIB updated and approved a revised version of the Access to Information Procedure and the Personal Information and Privacy Protection Procedure to align with the ongoing consultations and the proposed updates to the Treasury Board of Canada Secretariat's Access to Information and Privacy Policy instruments. The CIB also developed an ATIP compliance manual for employees for upcoming training and information sessions. The objective of this ATIP compliance manual is to ensure continued awareness of the processes that must be undertaken by employees in fulfilling their responsibilities with respect to responding to requests under the *Access to Information Act* and the *Privacy Act*.

During the 2020-21 fiscal year, the CIB updated and approved a revised version of the Code of Conduct for Employees (the "**Code**"), which is available on the CIB's Web site (<https://cib-bic.ca/en/about-us/governance/>). The Code, together with the Values and Ethics Code for the Public Sector forms an integral part of the CIB's ethical and compliance framework. It describes the values and conduct expected of employees and includes references to the CIB's responsibilities and obligations under the Act to help ensure effective and consistent administration and compliance with the Act and its regulations. Awareness training for employees on the Code is mandatory. It covers employees' responsibilities with respect to health and safety, conflicts of interest, confidentiality, information security, and ATIP, among others.

The CIB's chapter in *Info Source: Sources of Federal Government and Employee Information* was updated during the previous reporting period and is posted within the "Reports & Transparency" section of the CIB's Web site. Info Source provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Access to Information Act* and the *Privacy Act* and to exercise their rights under the *Privacy Act*.

## 7. Summary of Key Issues and Actions Taken on Complaints or Audits

The CIB did not receive any complaints under the Act, nor were any privacy audits or investigations conducted against the CIB during the Reporting Period.



## **8. Monitoring Compliance**

The ATIP Coordinator regularly monitors whether any ATIP requests have been received (including any personal information requests and requests for the correction of personal information) and closely tracks all active files including maintaining a log of active requests and consultations, if any. This practice helps the ATIP Coordinator to carefully monitor timelines, milestones, and next steps.

## **9. Material Privacy Breaches**

In accordance with the *Guidelines for Privacy Breaches* issued by the Treasury Board of Canada Secretariat, a privacy breach is deemed “material” if the breach involves sensitive personal information and could reasonably be expected to cause serious injury or harm to the individual and/or involves a large number of affected individuals.

During the Reporting Period, there were no material privacy breaches that occurred and were reported to the Office of the Privacy Commissioner and to the Treasury Board of Canada Secretariat (Information and Privacy Policy Division).

## **10. Privacy Impact Assessments**

A privacy impact assessment (“PIA”) is a formal tool used to identify and mitigate privacy risks for new or modified programs, services or initiatives in an effort to heighten compliance with the Act. PIAs provides a framework to ensure that the protection of personal information is considered throughout the design or re-design of a program or service and they assist decision-makers to avoid or mitigate privacy risks.

The CIB did not initiate any formal PIAs and no assessments were submitted to the Treasury Board of Canada Secretariat and the Office of the Privacy Commissioner during the Reporting Period. The ATIP Coordinator provides advice to the other corporate areas within the CIB concerning the appropriate management of personal information and privacy risks for new initiatives through the completion of privacy reviews and self evaluations. During this Reporting Period, these initiatives included reviewing policies and procedures developed to describe the CIB’s practices on the collection and use of personal information and reviewing third party contracting arrangements such as CIB’s standard services agreement template with third party consultants.

## **11. Public Interest Disclosures**

Paragraph 8(2)(m) allows for disclosure of personal information where the public interest clearly outweighs any invasion of privacy that could result from the disclosure of the information or where disclosure clearly benefit the individual to whom the information relates. There was no disclosure of personal information made pursuant to paragraph 8(2)(m) during the Reporting Period.

## **APPENDICES**

### **Appendix A: Delegation Order**

### **Appendix B: Statistical Report on the Administration of the *Privacy Act***

**(includes 2021-2022 Supplemental Statistical Report on the  
*Access to Information Act* and *Privacy Act*)**

# Appendix A – Delegation Order

**DELEGATION OF AUTHORITY**

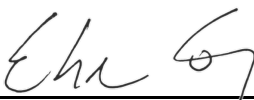
**ACCESS TO INFORMATION ACT  
PRIVACY ACT**

I, the undersigned, Chief Executive Officer of the Canada Infrastructure Bank, pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby

- i) designates the General Counsel & Corporate Secretary as the CIB's Access to Information and Privacy Coordinator; and
- ii) delegates to the persons of the Canada Infrastructure Bank holding the positions set out below, or the persons occupying on an acting basis those positions, the authority to exercise the powers, duties and functions of the Chief Executive Officer as the head of the Canada Infrastructure Bank, under the provisions of the *Access to Information Act* and *Privacy Act* and their related regulations.

This designation replaces all previous delegation orders.

Signed at the City of Toronto, this 10th day of March, 2021.

  
\_\_\_\_\_  
Ehren Cory  
Chief Executive Officer / Président-directeur général

**DÉLÉGATION DE POUVOIRS**

**LOI SUR L'ACCÈS À L'INFORMATION  
LOI SUR LA PROTECTION DES  
RENSEIGNEMENTS PERSONNELS**

Je, soussigné, Président-directeur général de la Banque de l'Infrastructure du Canada, conformément à l'article 95 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*,

- i) désigne l'Avocat général et secrétaire de la Banque de l'Infrastructure du Canada à titre de Coordonnateur de l'accès à l'information et de la protection des renseignements personnels; et
- ii) délègue par la présente aux titulaires de postes indiqués ci-après, ou aux personnes occupant ces postes par intérim, les pouvoirs et fonctions dont il est investi en tant que Président-directeur général et responsable de la Banque de l'Infrastructure du Canada aux termes de la *Loi sur l'accès à l'information*, de la *Loi sur la protection des renseignements personnels* et des réglementations afférentes.

Le présent document remplace et annule tout arrêté de délégation antérieur.

Signé à la ville de Toronto, le 10e jour de mars, 2021

**APPENDIX / ANNEXE**

**Delegation of powers, duties and functions under section 95 of the *Access to Information Act* and section 73 of the *Privacy Act***

**Délégation de pouvoirs en vertu de l'article 95 de la *Loi sur l'accès à l'information* et l'article 73 de la *Loi sur la protection des renseignements personnels***

<b>Position / Poste</b>	<b><i>Access to Information Act</i> and Regulations / <i>Loi sur l'accès à l'information</i> et réglementation afférente</b>	<b><i>Privacy Act</i> and Regulations / <i>Loi sur la protection des renseignements personnels</i> et réglementation afférente</b>
Chief Financial Officer & Chief Administrative Officer / Directrice principale et chef des directions financière et administrative	Full authority / Autorité absolue	Full authority / Autorité absolue
General Counsel & Corporate Secretary / Avocat général et secrétaire de la Société	Full authority / Autorité absolue	Full authority / Autorité absolue

# Appendix B – Statistical Report on the Administration of the *Privacy Act*

**(includes 2021-2022 Supplemental Statistical Report  
on the *Access to Information Act* and *Privacy Act*)**



## Statistical Report on the *Privacy Act*

Name of institution: Canada Infrastructure Bank

Reporting period: 4/1/2021 to 3/31/2022

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

#### 1.1 Number of requests received

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>0</b>
Closed during reporting period		0
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

#### 1.2 Channels of requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>0</b>

### Section 2: Informal requests

### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		0
Closed during reporting period		0
Carried over to next reporting period		0

### 2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	0

### 2.3 Completion time of informal requests

Completion Time							
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	Total
0	0	0	0	0	0	0	0

### 2.4 Pages released informally

Less Than 100 Pages Released	100-500 Pages Released	501-1000 Pages Released	1001-5000 Pages Released	More Than 5000 Pages Released



Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

### Section 3: Requests Closed During the Reporting Period

#### 3.1 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
Total	0	0	0	0	0	0	0	0

### 3.2 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	27.1	0
21	0	22.3	0	28	0
		22.4	0		

### 3.3 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

### 3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	0	0	0	0	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

**3.5.2 Relevant pages processed by request disposition for paper and e-record formats by size of requests**

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
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>	0	0	0	0	0	0	0	0	0	0

**3.5.3 Relevant minutes processed and disclosed for audio formats**

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

**3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests**

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0

**3.5.5 Relevant minutes processed and disclosed for video formats**

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

**3.5.6 Relevant minutes processed per request disposition for video formats by size of requests**

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0

Neither confirmed nor denied	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0

### 3.5.7 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>	0	0	0	0	0

### 3.6 Closed requests

#### 3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

### 3.7 Deemed refusals

#### 3.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

**3.7.2 Request closed beyond legislated timelines (including any extension taken)**

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline 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

**3.8 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

**Section 4: Disclosures Under Subsections 8(2) and 8(5)**

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

## Section 5: 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>	<b>0</b>

## Section 6: Extensions

### 6.1 Reasons for extensions

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	
0	0	0	0	0	0	0	0	0

### 6.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater								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>



## Section 7: Consultations Received From Other Institutions and Organizations

### 7.1 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
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

### 7.2 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	
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

### 7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

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	
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

## Section 8: Completion Time of Consultations on Cabinet Confidences

### 8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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>	0	0	0	0	0	0	0	0	0	0

## 8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100–500 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>

## Section 9: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

## Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

### 10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

### 10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	0	0	0	0
Central	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Section 11: Privacy Breaches

### 11.1 Material Privacy Breaches reported

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

### 11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	0
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## Section 12: Resources Related to the Privacy Act

### 12.1 Allocated Costs

Expenditures		Amount
Salaries		\$0
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$0</b>

### 12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.000
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>0.000</b>

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



## Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*

Name of institution: Canada Infrastructure Bank

Reporting period: 2021-04-01 to 2022-03-31

### Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	0

### Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	21	31	52
Protected B Paper Records	0	21	31	52
Secret and Top Secret Paper Records	0	21	31	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52



**Section 3: Open Requests and Complaints Under the Access to Information Act**

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	2	0	2
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0

Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>2</b>

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Access to Information Act*

**3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.**

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
<b>Total</b>	<b>0</b>

**Section 4: Open Requests and Complaints Under the Privacy Act**

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Privacy Act*

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	0
Received in 2020-2021	0



Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	0

**Section 5: Social Insurance Number (SIN)**

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
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