



Annual Report to Parliament on the *Privacy Act*

April 1, 2019 to
March 31, 2020

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CANADA INFRASTRUCTURE BANK
ANNUAL REPORT ON THE ADMINISTRATION OF THE *PRIVACY ACT*
April 1, 2019 to March 31, 2020

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.¹

This Annual Report describes how the Canada Infrastructure Bank (“**CIB**”) administered the Act during the reporting period from April 1, 2019 to March 31, 2020 (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.

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 designated 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.*²

CIB develops projects in partnership with federal, provincial, territorial, municipal, and Indigenous government sponsors and the private sector. The key functions of the organization are described in the *Canada Infrastructure Bank Act* and include:

- Acting as a centre of expertise
- Providing advice to all levels of governments
- Structuring proposals and negotiate agreements
- Investing in infrastructure projects
- Receiving unsolicited proposals

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

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

- Collecting and disseminating data
- Fostering evidence-based decision making

CIB currently receives appropriations from the Government of Canada. Parliament has authorized up to \$35 billion over 11 years (to fiscal year-end 2027-28), and the requisite authorities to participate in infrastructure transactions in new and innovative ways, using loans, loan guarantees and equity investments. Separately, over the 11 years, CIB is expected to make at least \$5 billion in investments in projects that are in the public interest in each of three priority areas: public transit; trade and transportation and green infrastructure. In addition, CIB will seek to invest up to \$1 billion over the next 10 years in broadband infrastructure. It can also invest in other areas of infrastructure if they are supported by government policy and pursue investments in projects across the country.

2. Organizational Structure

CIB does not have a formalized Access to Information and Privacy (“ATIP”) office with staff dedicated to ATIP matters on a full-time basis. Instead, the role of ATIP Coordinator is assigned to the General Counsel & Corporate Secretary. 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 CIB and reports directly to the Chief Financial Officer & Chief Administrative Officer. The ATIP Coordinator is supported by two full-time employees, the Deputy Corporate Secretary, and the Executive Assistant to the Board, who

provide assistance as needed with coordinating the processing of ATIP requests, consultations and complaints, and responding to informal requests for information.

During the Reporting Period, the CIB did not enter into any service agreement pursuant to Section 73.1 of the Act.

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 institution.

Pursuant to section 73 of the Act, the President & CEO’s authority has been delegated to enable the CIB to meet its legislated requirements. The President & CEO has delegated all of his powers and duties under the Act to the General Counsel & Corporate Secretary, who is also the ATIP Coordinator for the CIB.

A copy of the signed Delegation Order dated December 19, 2018 in effect at the end of the Reporting Period is attached (Appendix A). This Delegation Order will be reviewed during the 2020-21 fiscal year to incorporate the amendments to the *Access to Information Act* that came into force during the Reporting Period³ and to reflect upcoming organizational changes within the CIB, including the appointment of the next Chief Executive Officer.

4. Administration of the Act and Performance

a) Statistical Report for 2019-20

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).

³ *Bill C-58: An Act to amend the Access to Information and the Privacy Act and to make consequential amendments to other Acts* was passed on June 21, 2019.

b) Measures Taken to Mitigate the Impact of Novel Coronavirus (COVID-19)

Since March 14, 2020, all CIB employees have been directed to work from home until further notice. As a result of the work from home directive, CIB employees do not have access to the CIB's mailroom, which has impacted the CIB's ability to respond to requests from the public, as well as consultations received from other government institutions, that are received in paper-based format through the mail within the timelines mandated by the *Access to Information Act* and the *Privacy Act*. Employees have access to the CIB's IT systems and information management systems remotely. As a result, the CIB can process ATIP requests, and consultations received from other government institutions, received electronically up to Protected B, albeit at a reduced operational capacity.

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 the following notice to the public on the CIB's website: <https://cib-bic.ca/en/corporate-plans-and-reports/>

NOTICE: Possible delays in treating your request

Openness, transparency and accountability are guiding principles of the Government of Canada. However, our ability to respond to requests within the timelines mandated by the *Access to Information Act* and the *Privacy Act* may be affected by the exceptional measures put in place to curb the spread of the novel coronavirus (COVID-19) and protect the health and safety of Canadians. Access to information and personal information requests received from the public continue to be important to us. We will continue to make reasonable efforts to respond to requests, in accordance with operational realities. Given the business continuity planning measures implemented by the CIB, we recommend that you communicate with the CIB by email at atip-aiprp@cib-bic.ca. Thank you in advance for your patience and understanding during this period as we all navigate these unprecedented challenges.

5. Training and Awareness

CIB did not undertake any formal privacy training initiatives during the Reporting Period. The ATIP Coordinator delivered four (4) training and awareness sessions pertaining to ATIP matters generally, which included references to the employees' responsibilities with regards to the protection of personal information pursuant to the CIB's policies for information management and security. Approximately 45 employees attended these sessions held throughout the Reporting Period.

In addition, given the small size of the corporation (49 employees as of the end of the 2019-20 fiscal year), 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 has also developed ATIP awareness materials that will be integrated into the CIB's onboarding package for new employees expected to be completed during the 2020-21 fiscal year.

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.

Policy / Procedure	Description
Information Management Policy	Describes the governance principles and activities for the management and use of information held by the CIB to effectively meet its mandate, including the roles and responsibilities and the guidelines for the classification, retention and disposal of information to ensure proper treatment and protection.
Information Security Policy	Describes the CIB's governance and activities with respect to information security to be aligned with industry standards, including: <ul style="list-style-type: none"> • assessing CIB's information security risks and legal obligations; • defining the internal controls and access rights to CIB information following the "need-to-know" principle, which restricts access to confidential information based only on the employee's duties; and • providing mandatory training on CIB's information security policies and procedures to promote awareness of security threats and best practices to mitigate them.
Personal Information and Privacy Protection Procedure	Describes the practices that employees must follow to comply with the Act and to protect the privacy, confidentiality and security of personal information held by the CIB.
Acceptable Use of Technology Procedure	Describes the activities to ensure CIB's IT resources are used efficiently, ethically and lawfully, and serves to ensure the confidentiality and integrity of CIB's IT assets, and critical information (including personal information) with respect to the following: <ul style="list-style-type: none"> • the appropriate use of email; • access to CIB's IT systems (including teleworking, travel and remote access); • security measures for computers and mobile phones; and • examples of non-acceptable use of CIB's IT systems and assets.

Moreover, the CIB updated its Privacy Policy posted on its website – <https://cib-bic.ca/en/privacy-policy/>. The purpose of the Privacy Policy is to describe the procedures and measures the CIB

has adopted with respect to the collection, use, disclosure, protection and handling of personal information in relation to its business operations, programs and activities, including through visiting the CIB's website and through other interactions with individuals.

CIB's chapter in *Info Source: Sources of Federal Government and Employee Information* was implemented during the Reporting Period and is posted in the CIB's Electronic Document Management Portal accessible to all employees and is available through the Open Government Portal. 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 Act and to exercise their rights under the Act.

CIB is committed to upholding the highest standards of personal and professional conduct. Annually, the CIB requires its employees to acknowledge their awareness of, and compliance with, the Code of Conduct for Employees (the "**Code**"). 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.

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

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.

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 the 2019-2020 Supplemental Statistical Report – Requests affected by COVID-19 measures)

Appendix A – Delegation Order

**Subject / Objet : Delegation order under the *Access to Information Act* and the *Privacy Act*
/ Arrêté de délégation en vertu de la *Loi sur l'accès à l'information* et la *Loi sur la protection
des renseignements personnels***

Delegation Order

The President and Chief Executive Officer of the Canada Infrastructure Bank, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the President and Chief Executive Officer as the head of the Canada Infrastructure Bank, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Dated, at the City of Toronto, this 19th day
of December, 2018



Pierre Lavallée
President and Chief Executive Officer / Président-directeur général

Arrêté de délégation

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Président-directeur général de la Banque de l'Infrastructure du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable de la Banque de l'Infrastructure du Canada, investi par les dispositions de la Loi ou de son règlement mentionnées dans l'annexe en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

Fait à la ville de Toronto, le 19e jour de
décembre 2018

Schedule / Annexe		
Position / Poste	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et Règlement</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et Règlement</i>
General Counsel and Corporate Secretary / Avocat général et secrétaire de la Société	Full authority / Autorité absolue	Full authority / Autorité absolue



Pierre Lavallée
President and Chief Executive Officer / Président-directeur général

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

**(includes 2019-2020 Supplemental Statistical Report –
Requests affected by COVID-19 measures)**

Statistical Report on the Privacy Act

Name of institution: Canada Infrastructure Bank
 Reporting period: 2019-04-01 to 2020-03-31

Section 1: Requests Under the Privacy Act

1.1 Number of requests

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
Total	0
Closed during reporting period	0
Carried over to next reporting period	0

Section 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
Total	0	0	0	0	0	0	0	0

TBS/SCT 350-63

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	27.1	0
21	0	22.3	0	28	0
		22.4	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

Paper	Electronic	Other
0	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

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

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
Total	0	0	0	0	0

2.6 Closed requests

2.6.1 Number of requests closed within legislated timelines

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

2.7 Deemed refusals

2.7.1 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

2.7.2 Requests 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 Timelines 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
Total	0	0	0

2.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 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

Section 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

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 Confidence Section (Section 70)	External	Internal	
0	0	0	0	0	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 or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (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
Total	0	0	0	0	0	0	0	0

Section 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
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over to the next 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
Total	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
Total	0	0	0	0	0	0	0	0

Section 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
Total	0	0	0	0	0	0	0	0	0	0

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
Total	0	0	0	0	0	0	0	0	0	0

Section 8: Complaints and Investigations Notices Received

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

Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)

9.1 Privacy Impact Assessments

Number of PIA(s) completed	0
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9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	0	0	0	0

Section 10: Material Privacy Breaches

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

Section 11: Resources Related to the Privacy Act

11.1 Costs

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

11.2 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
Total	0.00

Note: Enter values to two decimal places.

2019-2020 Supplemental Statistical Report – Requests affected by COVID-19 measures

In addition to completing the forms for the Statistical Reports on the ATIA and Privacy Act for 2019-20, institutions are asked to complete this Supplemental Report to help identify the impact of COVID-19 measures on institutional performance for 2019-20 and going forward. The data requirements are set out in the tables below.

Supplemental Statistical Report on the *Access to Information Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 1 – Requests Received

		Column (Col.) 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	29
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	Total¹	29

¹ – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 2 – Requests Closed

		Col. 1	Col. 2
		Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	23	6
Row 2	Received from 2020-03-14 to 2020-03-31	0	0
Row 3	Total²	23	6

² – Total for Row 3 Col. 1 should equal the total in the ATI Statistical Report section 3.6.1 Row 1 -- Total for Row 3 Col. 2 should equal the total in the ATI Statistical Report section 3.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 3 – Requests Carried Over

		Col. 1
		Number of requests
Row 1	Requests received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	0
Row 2	Requests received from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	0
Row 3	Total³	0

³ – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 5

Supplemental Statistical Report on the *Privacy Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 4 – Requests Received

		Column (Col.) 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	0
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	Total¹	0

¹ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 5 – Requests Closed

	Col. 1	Col. 2
	Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	0	0
Row 2	0	0
Row 3	0	0

² – Total for Row 3 Col. 1 should equal the total in the Privacy Statistical Report Section 2.6.1 Row 1 -- Total for Row 3 Col. 2 should equal the total in the Privacy Statistical Report Section 2.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 6– Requests Carried Over

	Col. 1
	Number of requests
Row 1	0
Row 2	0
Row 3	0

³ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 5