

PA Annual Report

Report on the Administration of the Privacy Act

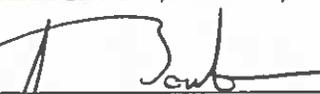
2017-18

Final

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2018 May

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1. INTRODUCTION

This annual report to Parliament is prepared and tabled in accordance with section 72 of the [Privacy Act](#). The report provides a summary of the activities related to the administration of the Act within Atomic Energy of Canada Limited (AECL) during fiscal year ending March 31, 2018.

The purpose of the *Privacy Act* (PA) is to protect personal information held by government institutions and to provide individuals with a right of access to their own information.

Mandate

AECL's mandate is to enable nuclear science and technology and fulfill the Government of Canada's radioactive waste and decommissioning responsibilities. AECL receives federal funding to deliver on its mandate and reports to Parliament through the Minister of Natural Resources. It also leverages the unique capabilities at its sites to support industry and other third parties on commercial terms.

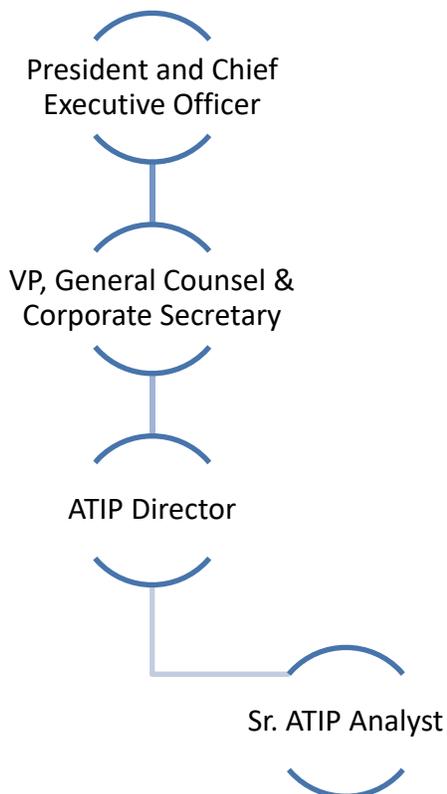
AECL delivers its mandate through a contractual arrangement with [Canadian Nuclear Laboratories](#) (CNL) for the management and operation of its sites under a Government-owned, Contractor-operated (GoCo) model.

2. ORGANIZATIONAL STRUCTURE

AECL's Access to Information and Privacy (ATIP) Office, located in Ottawa, Ontario, is the focal point for the application of the ATIP legislations within AECL. The mandate of the ATIP Office is to implement and administer AECL's obligations under the ATIA and the *Privacy Act*. The Office deals directly with the public and employees in relation to access to information and privacy requests, and serves as the center of ATIP expertise in enabling AECL to meet its statutory obligations under the Acts.

The ATIP Office consists of one Director and one Senior Analyst. The ATIP Director reports directly to the Vice-President, General Counsel and Corporate Secretary of AECL. The equivalent of 1.5 full time employee (FTE) was applied to [Access to Information Act](#) matters and 0.5 FTE was applied to *Privacy Act* matters.

Organizational Structure of the ATIP Office

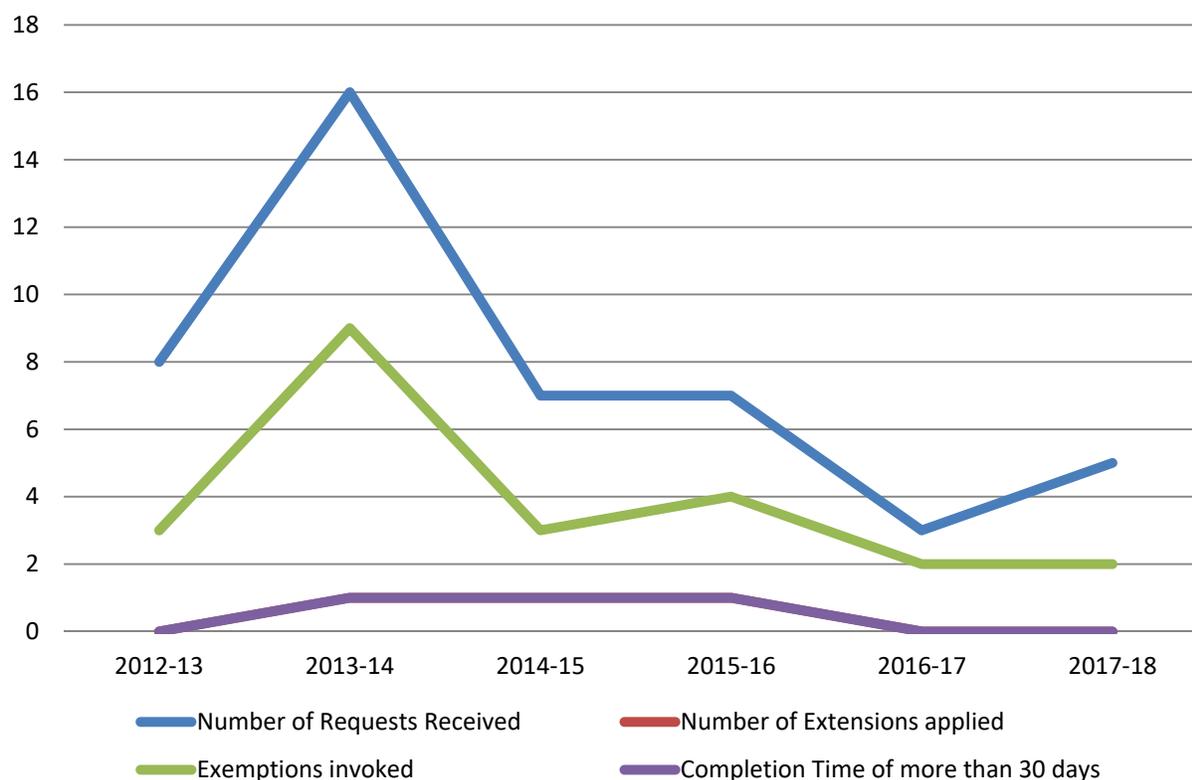


3. DELEGATION ORDER

Under the PA, the President is the designated head of the institution for the purpose of administering the legislation. Section 73 authorizes the head of the institution to designate, by order, one or more officers or employees of AECL to exercise or perform any powers, duties or functions of the head of AECL that are specified in the order. As ATIP Coordinator, the ATIP Director holds full delegated authority under the PA.

The signed copy of the Delegation Order is included in appendix A.

4. 2017-18 HIGHLIGHTS



4.1 Interpretation of the Statistical Report, 2017-18

The completed Statistical Report 2017-18 is included in appendix B.

4.1.1 Part 1 – Requests under the *Privacy Act*

Number of Requests

AECL received 5 new requests for personal information under the PA and 1 request was outstanding from the previous reporting year. Two of the 6 requests were completed during the reporting year and 4 were carried forward to next fiscal year 2018-19.

4.1.2 Part 2 – Requests Closed During the Reporting Period

Part 2.1 – Disposition and Completion Time

The two requests completed in 2017-18 were completed between 16 to 30 days. These two requests were disclosed in part.

Part 2.2 – Exemptions

Where access to certain information was denied, the following exemptions were invoked:

Reason	Incidence
Personal Information (s.26)	2
Solicitor-client privilege (s.27)	1

Part 2.3 - Exclusions

No exclusions were cited in fiscal year 2017-18.

Part 2.4 – Format of Information Released

Access to the relevant documents for one of the completed request disclosed was provided in electronic format and the other request in paper format.

Part 2.5 – Complexity**Part 2.5.1 – Relevant Pages Processed and Disclosed**

For the 2 disclosed-in-part requests, 1772 pages were processed and a total of 1764 pages were disclosed.

Part 2.5.2 – Relevant Pages Processed and Disclosed by Size of Requests

One partially disclosed request had between 101 and 500 pages processed and one had between 1001 and 5000 pages processed.

Part 2.5.3 – Other Complexities

No processed requests had other complexities.

Part 2.6 – Deemed Refusals**Part 2.6.1 – Reasons for not meeting statutory deadline**

AECL has no deemed refusals to report in the fiscal year 2017-18.

Part 2.6.2 – Number of days past deadline

AECL has no deemed refusals to report in the fiscal year 2017-18.

Part 2.7 – Request for Translation

No translations were prepared during the period under review.

4.1.3 Part 3 – Disclosures under Subsections 8(2) and 8(5)

This fiscal year, no disclosures of personal information were made pursuant to s. 8(2)(e) (investigations provision), 8(2)(f) (under an agreement or arrangement between the Government

of Canada or an institution), 8(2)(g) (to a Member of Parliament) or 8(2)(m) (public interest override provision) of the PA.

4.1.4 Part 4 – Requests for Correction of Personal Information and Notations

Neither corrections nor notations were requested during the reporting period.

4.1.5 Part 5 – Extensions

Part 5.1 – Reasons for extensions and disposition of requests

No extension was required during the reporting period.

Part 5.2 – Length of extensions

No extension was required during the reporting period.

4.1.6 Part 6 – Consultations Received from Other Institutions and Organizations

Part 6.1 – Consultations received from other Government of Canada institutions and other organizations

No consultations were received from other federal institutions or other organizations during the reporting period.

Part 6.2 – Recommendations and completion time for consultations received from other Government of Canada institutions

No consultations were received from other federal institutions during the reporting period.

Part 6.3 – Recommendations and completion time for consultations received from other organizations

No consultations were received from other organizations during the reporting period.

4.1.7 Part 7 – Completion Time of Consultations on Cabinet Confidences

AECL did not process any Cabinet confidences in relation to requests under the *Privacy Act* during the reporting year.

Part 7.1 – Requests with Legal Services

No consultations were required with legal services concerning Cabinet confidence during the reporting period.

Part 7.2 Requests with Privacy Council Office

No consultations were required with Privy Council Office concerning Cabinet confidences during the reporting period.

4.1.8 Part 8 – Complaints and Investigations Notices Received

AECL received no privacy complaints and no audits or investigations were concluded during the reporting period 2017-18.

4.1.9 Part 9 – Privacy Impact Assessments

AECL did not complete any Privacy Impact Assessment during the reporting period.

4.1.10 Part 10 – Resources Related to the *Privacy Act***Part 10.1 – Costs**

Total salary costs associated with *Privacy Act* activities are estimated at \$69,552 for 2017-18. Other operation and maintenance costs amounted to \$11,259 for a total of \$80,811.

Part 10.2 – Human Resources

The associated full-time equivalency human resource was 0.5.

5. TRAINING AND AWARENESS

One formal training activity was provided to 12 Canadian Nuclear Laboratories employees in Deep River, Ontario by the ATIP Director during the reporting period 2017-18. Additionally, informal briefing sessions were given regularly by the ATIP Director during the process of retrieval and review of documents in response to Privacy requests.

6. INSTITUTION-SPECIFIC PROCEDURES

AECL did not implement any new and/or revised Access to Information related policies, guidelines or procedures during the reporting year 2017-18. Therefore, several Privacy statements have been added to institution-specific forms collecting personal information.

Additionally, AECL continuously worked to identify new collections of personal information and reviewed AECL's Personal Information Banks (PIBs) registered with the Information and Privacy

Policy Division at Treasury Board Secretariat. No new PIB update or registration were necessary during fiscal year 2017-18.

7. COMPLAINTS

Applicants have the right to file a complaint pursuant to the *Privacy Act* and may exercise this right at any time during the processing of their request.

AECL received no privacy complaints, and no audits or investigations were concluded during the reporting period 2017-18.

8. MONITORING PROCESSING TIME

AECL utilizes Privasoft software as a tool to monitor the time to process every access to information requests. No other monitoring was necessary or conducted during the reporting period as 100% of the requests were completed on time.

9. PRIVACY BREACHES

To our knowledge, no material privacy breaches occurred during the reporting period.

10. PRIVACY IMPACT ASSESSMENT

AECL did not complete any Privacy Impact Assessments during the reporting year.

11. DISCLOSURES PURSUANT TO PARAGRAPH 8(2)(M)

During this fiscal year and to our knowledge, no disclosures of personal information were made under paragraph 8(2)(m) of the *Privacy Act*.

12. APPENDIX A – DELEGATION ORDER

Schedule / Annexe		
Position / Poste	Access to Information Act and Regulations / Loi sur l'accès à l'information et Règlement	Privacy Act and Regulations / Loi sur la protection des renseignements personnels et Règlement
Director of the Access to Information and Privacy Office / Directeur, bureau de l'accès à l'information et de la protection des renseignements personnels	Full authority / Autorité absolue	Full authority / Autorité absolue

AECL EACL

Access to Information Act and Privacy Act Delegation Order / Arrêté de délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels

Pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, the President of Atomic Energy of Canada Limited (AECL), head of AECL, hereby designates the person holding the position set out in the schedule hereto, or the person occupying on an acting basis this position, to exercise the powers, duties and functions of the President, under the provisions of the Acts and related regulations set out in the schedule opposite the position. This designation replaces all previous delegation orders.

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 d'Énergie atomique du Canada limitée (EACL), responsable d'EACL, délègue au titulaire du poste mentionné à l'annexe ci-après, ainsi qu'à la personne occupant à titre intérimaire ledit poste, les attributions dont il est, en qualité de responsable d' EACL, investi par les dispositions de la Loi ou de son règlement mentionnées en regard du poste. Le présent document remplace et annule tout arrêté antérieur.



Richard Sexton, President and Chief Executive Officer of Atomic Energy of Canada Limited / Président et premier dirigeant d'Énergie atomique du Canada limitée

Date: 5/7/2018

13. APPENDIX B - STATISTICAL REPORT, 2017-18



Government of Canada / Gouvernement du Canada

Statistical Report on the *Privacy Act*

Name of institution: Atomic Energy of Canada Limited

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

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	5
Outstanding from previous reporting period	1
Total	6
Closed during reporting period	2
Carried over to next reporting period	4

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	2	0	0	0	0	0	2
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	2	0	0	0	0	0	2

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	2
19(1)(f)	0	22.1	0	27	1
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	1	1	0
Total	1	1	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	1772	1764	2
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	1772	1764	2

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	1	364	0	0	1	1400	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	1	364	0	0	1	1400	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 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
Total	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
Total	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
Total	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
Total	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
Total	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
Total	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
Total	0	0	0	0	0	0	0	0

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
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Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures		Amount
Salaries		\$69,552
Overtime		\$0
Goods and Services		\$11,259
• Professional services contracts	\$10,106	
• Other	\$1,153	
Total		\$80,811

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.50

Note: Enter values to two decimal places.