



**PA Annual Report
2014-2015**

**Report on the Administration
of the Privacy Act**

**Access to Information
and Privacy Office**

Final

2015 May

mai 2015

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112 Kent Street, Suite 501
Ottawa, Ontario
K1A 0S4

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112, rue Kent, bureau 501
Ottawa (Ontario)
K1A 0S4



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of the Privacy Act

Access to Information and Privacy Office

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Prepared by

Isabelle Gaudreault, Senior Analyst, Access to
Information and Privacy

Reviewed by

Jean Boulais, Director, Access to Information and
Privacy

Approved by

Grant Gardiner, Vice-President, General Counsel &
Corporate Secretary

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1. INTRODUCTION

Atomic Energy of Canada Limited (**AECL**) is an agent Crown corporation reporting to Parliament through the Minister of Natural Resources Canada (**NRCan**).

The mandate for AECL flows from the powers given to the Minister of NRCan under the *Nuclear Energy Act*:

- To undertake research with respect to nuclear energy
- To cause nuclear energy to be utilized
- To license, sell or otherwise dispose of discoveries and inventions relating to nuclear energy

Going forward, the Government of Canada (**GoC**) is restructuring AECL. The GoC completed Phase 1 of AECL restructuring in October 2011 with the divestiture of AECL's Commercial Operations business to Candu Energy Inc., a wholly-owned subsidiary of SNC-Lavalin. With Phase 1 of restructuring complete, AECL's headquarters were transferred from Mississauga to Chalk River, both in Ontario.

In February 2013, the GoC announced that Phase 2 of AECL restructuring will transition the Nuclear Laboratories (**NL**) to a Government-owned Contractor-operated (**GoCo**) model, similar to models implemented in the United States and United Kingdom. The objective of this phase of restructuring is to significantly transform AECL's NL to leverage its capabilities and resources to successfully deliver nuclear science and technology (**S&T**) products and services to government and third-party customers, and fulfill decommissioning and waste management needs, while containing and reducing costs and financial risks for Canadian taxpayers over time.

As part of the transition, AECL transferred its primary operations to its wholly owned subsidiary, Canadian Nuclear Laboratories Ltd. (**CNL**) in November 2014. CNL employs approximately 3,400 employees at 12 sites across Canada, most of which are located at its Chalk River Laboratories site. AECL employs 27 people as of March 31, 2015.

The GoC is now proceeding with a competitive procurement and selection of the GoCo Contractor. The GoCo contract, as well as a site operating contract with CNL, will be overseen by a re-purposed AECL Crown corporation. Completion of the GoCo procurement and award of the contract are expected to occur in 2015. Throughout this transition and beyond, the GoC and AECL have committed to ensuring that nuclear safety must not and will not be compromised.

Further to the direction embodied in legislation, the GoC has provided the following future missions within the GoCo model:

- Nuclear decommissioning and radioactive waste management: Support the Government in its obligation to address its nuclear legacy and historic waste liabilities.
- Nuclear S&T for GoC departments: Provide nuclear S&T capabilities and services to GoC departments that rely on the NL to fulfil their mandates related to nuclear safety, security, public health and the environment.

- Nuclear S&T and related products and services for third-party customers: Continue to support the nuclear industry's need for in-depth nuclear research and development and test and evaluation expertise on commercial terms.

On September 1, 2007 the *Federal Accountability Act* amended the *Privacy Act (PA)* to include AECL and its wholly owned subsidiaries. The purpose of the *PA* is to protect the privacy of individuals with respect to personal information about themselves held by AECL, and its wholly owned subsidiary CNL, and also provides individuals with a right to access and request correction to their information.

Section 72 of the *PA* stipulates that, at the end of each fiscal year, the head of each Government of Canada institution must prepare for submission to Parliament an annual report on the administration of this Act within their respective institution.

This annual report is prepared and tabled in accordance with *section 72* of the *PA*. The report provides a summary of the management and activities related to the implementation of the *PA* within AECL and CNL for the fiscal year ending March 31, 2015.

2014-2015 Highlights

- AECL, including CNL, received a total of 7 new requests in 2014-2015 for personal information subject to the *Privacy Act*. One request was outstanding from the previous reporting period. Of the total 8 requests, 7 were completed and one new request was carried forward to the next fiscal year.
- Six requests were completed within 30 days and one request was completed between 31 to 60 days. Two requests were disclosed in part, four others were disclosed in full and the last request was abandoned. A total of 673 pages were reviewed.
- A new on-line course covering, in part, an awareness to the *PA* has been implemented during the reporting year 2014-2015. A total of 3,273 employees have completed this new mandatory on-line training. Furthermore, two *PA* training sessions were given to 22 employees.
- AECL did not disclose any personal information pursuant to subsection 8(2)(m) of the *PA*.
- In support of the decentralized self-publishing of institutional *Info Source* chapters, AECL's *Info Source* Chapter can be found on AECL's external website at <http://www.aecl.ca/en/home/access-to-information-and-privacy-acts/info-source.aspx>
- AECL has completed one Privacy Impact Assessment during this reporting period. Summaries of completed core PIAs can be found on AECL's external website at <http://www.aecl.ca/en/home/access-to-information-and-privacy-acts/privacy-impact-assessment-summaries.aspx>

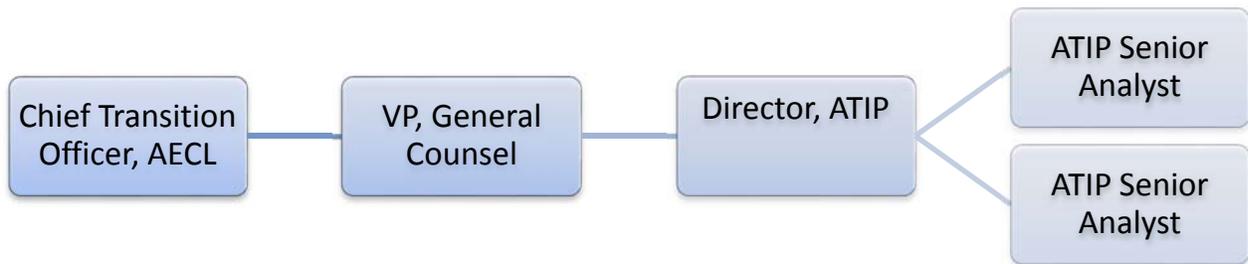
2. STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE (ATIPO)

AECL, together with its wholly own subsidiary, CNL, undertakes a series of programs, identified below, that have been established to fulfil the Corporation's strategic outcome. These programs are aligned with and support the Government of Canada's priorities for a clean and healthy environment; healthy Canadians; a safe and secure Canada; and an innovative and knowledge-based economy.

Nuclear Industry Capability	<i>Ensures that the Canadian nuclear sector remains safe and productive, with access to science and technology resources to address emergent technological challenges, and that Canada maintains a strong nuclear power sector.</i>
Nuclear Safety & Security	<i>Ensures that federal activities, regulations and policies, related to nuclear or radiological issues, are supported by the necessary expertise and facilities.</i>
Clean, Safe Energy	<i>Involves the development of energy technologies that make a beneficial impact on Canada's use of clean energy.</i>
Health, Isotopes & Radiation	<i>Ensures that Canadians experience health benefits from nuclear science and technology.</i>
Nuclear Environmental Stewardship	<i>Ensures that Canada's federal nuclear sites are clean and healthy environments.</i>
Nuclear Innovation Networks	<i>Ensures that the Canadian science and technology communities can advance their innovation agendas through access to federal nuclear innovation infrastructure and expertise.</i>
Mission-Ready Science & Technology Infrastructure	<i>Ensures that scientists and engineers from AECL and its partner organizations have access to licensed facilities and services that enable nuclear innovation and production in a safe campus environment that is fully compliant with all legislation for conducting nuclear-related activities.</i>
Internal Services	<i>Provides the business and administrative support functions and infrastructure to enable the efficient and effective delivery of the above programs.</i>

To fulfill PA responsibilities, AECL established an Access to Information and Privacy Office (ATIPO) in Ottawa, Ontario. The ATIPO consists of two senior analysts along with a Director who reports directly to the Vice-President, General Counsel under the Internal Services program activity.

2.1 ATIPO's Organizational Chart



2.2 Responsibilities of the ATIPO

AECL uses the same organizational structure for the administration of the *Privacy Act* as the *Access to Information Act*. On behalf of the President & CEO, the ATIP Director and the ATIPO ensure that the Corporation meets all of its obligations under the *Privacy Act* and deals with all applicants fairly and consistently.

Information for a *Privacy Act* request is collected directly from the individual at AECL who holds that information. Approval of the application of exemptions is limited in order to protect the privacy of the applicant. The final decisions on severances, exemptions and exclusions are the responsibility of the ATIP Director.

2.2.1 Processing Procedures

The processing of *Privacy Act* requests is centralized at the ATIP Office in Ottawa. AECL's ATIP Director remains accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures that enable the efficient processing of requests under the *Access to Information* and *Privacy Acts*. The Director is also responsible for related policies, systems and procedures resulting from these legislations, such as privacy protection and the collection, inventory and security of personal information banks. The Director acts as the point of contact for the Institution in dealings with the ATIP Directorate at Treasury Board Secretariat and ATIP counterparts at Government of Canada departments and agencies.

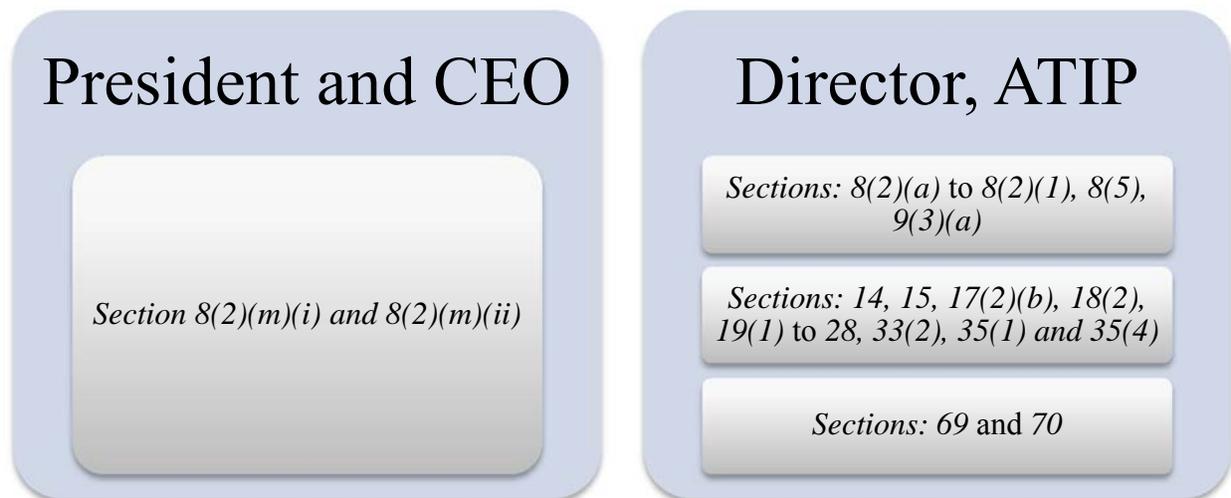
The ATIPO is responsible for integrating procedures and services for the efficient administration of the *Access to Information* and *Privacy Acts*. In addition to the processing of formal and informal requests, consultations and complaints, the ATIPO also provides advice and assistance to line operations on all aspects of the legislation, and prepares statistical and status reports for senior management.

All formal requests for personal information under the *Privacy Act* are forwarded to AECL's ATIPO, where they are reviewed for clarity and conformity with the legislation.

3. DELEGATION ORDER

Section 73 of the *Privacy Act* authorizes the head of AECL to designate, by order, one or more officers or employees to exercise or perform any powers, duties or functions of the head of AECL that are specified in the order. Delegation is entirely at the discretion of AECL's President & CEO. To ensure ongoing safeguarding and respect for the rights of applicants and the legislative provisions of the *Privacy Act*, the authority to disclose and/or exempt personal information is limited to the ATIP Director, except to approve disclosure of information in the public interest or to benefit the individual 8(2)(m)(i) and (ii).

3.1 Sections of the *Privacy Act* (PA) Authority



3.2

PA Delegation Order

PRIVACY ACT DESIGNATION ORDER		ARRETÉ SUR DE LA LOI RENSEIGNEMENTS PERSONNELS	
<p>The President and CEO of Atomic Energy of Canada Limited pursuant to section 73 of the <i>Privacy Act</i>, hereby designates the person holding the position set out in the schedule hereto to exercise the powers and perform the duties and functions of the President and CEO of AECL as the head of a government institution under the paragraph of the Act set out in the schedule opposite each position.</p>		<p>En vertu de l'article 73 de la <i>Loi sur la protection des renseignements personnels</i>, le Président-directeur général de Énergie atomique du Canada limitée délègue au titulaire du poste mentionné à l'annexe ci-après les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les alinéas de Loi mentionnés dans la liste en regard de chaque poste.</p>	
		ATIP Director Directeur AIPRP	
8(2)(a)	Approve disclosure of information – original purpose or consistent use Approuver la communication des renseignements – aux fins auxquelles ils ont été recueillis ou usages compatibles	F	
8(2)(b)	Approve disclosure of information – in accordance with any Act of Parliament Approuver la communication des renseignements – aux fins conformes avec les lois du Parlement	F	
8(2)(c)	Approve disclosure of information – subpoena, warrant or court order Approuver la communication des renseignements – subpoena, mandat ou ordonnance d'une court	F	
8(2)(d)	Approve disclosure of information – to Attorney General or legal proceedings Approuver la communication des renseignements – au Procureur général du Canada pour des poursuites judiciaires	F	
8(2)(e)	Approve disclosure of information – to an investigative body Approuver la communication des renseignements – à un organisme d'enquête	F	
8(2)(f)	Approve disclosure of information – to other governments for law enforcement Approuver la communication des renseignements – à d'autres gouvernement en vue de l'application des lois	F	
8(2)(g)	Approve disclosure of information – to a member of Parliament assisting the individual Approuver la communication des renseignements – à un parlementaire fédéral en vue d'aider l'individu concerné	F	
8(2)(h)	Approve disclosure of information – for audit purposes Approuver la communication des renseignements – aux fins de vérifications	F	
8(2)(i)	Approve disclosure of information – for archival purposes Approuver la communication des renseignements – aux archives publiques pour dépôt	F	
8(2)(j)	Approve disclosure of information – for research or statistical purposes Approuver la communication des renseignements – pour des travaux de recherche ou de statistique	F	
8(2)(k)	Approve disclosure of information – for aboriginal claims Approuver la communication des renseignements – pour l'établissement des droits des peuples autochtones	F	

		AIPP Director Directeur AIPRP
8(2)(l)	Approve disclosure of information – for collection of payment of a crown debt Approuver la communication des renseignements – pour recouvrer ou acquitter une créance de la Couronne	F
8(2)(m)(i)	Approve disclosure of information – in public interest Approuver la communication des renseignements - dans l'intérêt public	See note*
8(2)(m)(ii)	Approve disclosure of information – to benefit the individual Approuver la communication des renseignements – dans le cas où l'individu concerné en tirerait un avantage certain	See note*
8(5)	Notify Privacy Commissioner of disclosure under 8(2)(m) Aviser le Commissaire à la protection de la vie privée de la communication dans le cas prévu à l'alinéa 8(2)(m)	F
9(3)(a)	Notify Privacy Commissioner of new consistent uses Aviser le Commissaire à la protection de la vie privée de nouveaux usages compatibles	F
14	Notify requester whether or not access is to be given and where appropriate give access Aviser le requérant si le document sera communiqué ou non et le cas échéant, communiquer les documents	F
15	Extend time limits Proroger le délai	F
17(2)(b)	Translate records Traduire des documents	F
18(2)	Refuse to disclosure information in an exempt bank Refuser de communiquer des renseignements contenus dans des fichiers inconsultables	F
19(1)	Apply exemption – personal information obtained in confidence Appliquer l'exception – renseignements personnels obtenus à titre confidentiel	F
19(2)	Approve disclosure of information obtained in confidence Approuver la communication des renseignements obtenus à titre confidentiel	F
20	Apply exemption – federal-provincial affairs Appliquer l'exception – affaires fédérales-provinciales	F
21	Apply exemption – international affairs and defence Appliquer l'exception – affaires internationales et défense	F
22(1)	Apply exemption – law enforcement and investigation Appliquer l'exception – application des lois et enquêtes	F
22(2)	Apply exemption – policing services for provinces and municipalities Appliquer l'exception – fonctions de police provinciale ou municipale	F
22(3)	Public Servant disclosure protection Protection des fonctionnaires divulgateurs d'actes répréhensibles	F
23	Apply exemption – security clearances Appliquer l'exception – enquêtes de sécurité	F
24	Apply exemption – individuals sentenced for an offence	

	Appliquer l'exception – individus condamnés pour une infraction	F
		ATIP Director Directeur AJRRP
25	Apply exemption – safety of individuals Appliquer l'exception – sécurité des individus	F
26	Apply exemption – personal information about another individual Appliquer l'exception – renseignements personnels concernant un autre individu	F
27	Apply exemption - solicitor-client privilege Appliquer l'exception – secret professionnel des avocats	F
28	Apply exemption – medical record Appliquer l'exception – dossiers médicaux	F
33(2)	Make representations to the Privacy Commissioner Présenter des observations du Commissaire à la protection de la vie privée	F
35(1)	Notify Privacy Commissioner of Institution's intent regarding recommendations Aviser le Commissaire à la protection de la vie privée de toute mesure prise ou envisagée par l'institution pour la mise en œuvre de ses recommandations	F
35(4)	Approve disclosure of information based on recommendation of Privacy Commissioner Approuver la communication des renseignements suite aux recommandations du Commissaire à la protection de la vie privée	F
69, 70	Notify individual that requested information is excluded Aviser l'individu que le document demandé est exclu	F

Notes:

"F" Full authority to the ATIP Director

* Full authority remains with the President & CEO of AECL.



Dr. Robert Walker, President & CEO of Atomic Energy of Canada Limited
M. Robert Walker, Ph.D., Président-directeur général, Énergie atomique du Canada limitée

2011 Oct 12

Date

4. 2014-2015 STATISTICAL DATA ON THE PA



Statistical Report on the *Privacy Act*

Name of institution: Atomic Energy of Canada Limited

Reporting period: 2014-04-01 to 2015-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	7
Outstanding from previous reporting period	1
Total	8
Closed during reporting period	7
Carried over to next reporting period	1

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	3	1	0	0	0	0	0	4
Disclosed in part	1	0	1	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	1	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	4	2	1	0	0	0	0	7

TBS/SCT 350-63 (Rev. 2014/03)

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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)	1	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	2
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	4	0	0
Disclosed in part	1	1	0
Total	5	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	452	452	4
Disclosed in part	149	133	2
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	72	0	1
Neither confirmed nor denied	0	0	0
Total	673	585	7

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	3	15	1	437	0	0	0	0	0	0
Disclosed in part	1	8	1	125	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	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	5	23	2	562	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	1	0	0	0	1
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	1	0	0	0	1

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	1	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	1	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	1	0
Total	0	0	1	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

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	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
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 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

6

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	1
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Part 10: Resources Related to the Privacy Act**10.1 Costs**

Expenditures		Amount
Salaries		\$210,627
Overtime		\$0
Goods and Services		\$6,857
• Professional services contracts	\$0	
• Other	\$6,857	
Total		\$217,484

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	1.50

Note: Enter values to two decimal places.

4.1 Interpretation of the 2014-2015 Statistical Report on the PA

4.1.1 Part 1 – Requests under the PA

AECL received 7 new requests for information under the *Privacy Act* and one request was carried over from the last fiscal year. Of the 8 requests, 7 were completed and one new request was carried forward to the next fiscal year.

4.1.2 Part 2 – Requests Closed During the Reporting Period

Part 2.1 – Disposition and Completion Time

Of the seven requests completed in 2014-2015, six requests were completed within 30 days and one request was completed between 31 to 60 days. Two requests were disclosed in part, four others were disclosed in full and the last request was abandoned.

Part 2.2 – Exemptions

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

Reason	Incidence
Personal Information obtained in confidence (s.19)	1
Personal Information (s.26)	2

Part 2.3 - Exclusions

No exclusions were cited in fiscal year 2014-2015.

Part 2.4 – Format of Information Released

Access to the relevant documents for the six completed requests disclosed was provided in paper format for five cases and in electronic format for one case.

Part 2.5 – Complexity

Part 2.5.1 – Relevant Pages Processed and Disclosed

452 pages were processed and fully disclosed for four requests. For the two disclosed-in-part requests, 149 pages were processed and a total of 133 pages were disclosed.

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

Three fully disclosed requests and one disclosed in part request had less than 100 pages processed. One request that was fully disclosed and one request that was disclosed in part had between 101 and 500 pages processed.

Part 2.5.3 – Other Complexities

One processed request required consultation and none required legal advice or other complexities.

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

AECL has no deemed refusal to report in the fiscal year 2014-2015.

Part 2.6.2 – Number of days past deadline

AECL has no deemed refusal to report in the fiscal year 2014-2015.

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 *Privacy Act*.

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

Neither corrections nor notations were requested during the period under review.

4.1.5 Part 5 – Extensions**Part 5.1 – Reasons for extensions and disposition of requests**

One extension was required for consultations with another government department during the period under review.

Part 5.2 – Length of extensions

One extension of 16 to 30 days was required for consultations with another government department during the period under review.

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 institutions and organizations during the period under review.

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

No consultations were received from other institutions and organizations during the period under review.

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

No consultations were received from other institutions and organizations during the period under review.

4.1.7 Part 7 – Completion Time of Consultations on Cabinet Confidences

No consultations on Cabinet confidences were required during the period under review.

Part 7.1 – Requests with Legal Services

No consultations on Cabinet confidences were required during the period under review.

Part 7.2 Requests with Privacy Council Office

No consultations on Cabinet confidences were required during the period under review.

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 2014-2015.

4.1.9 Part 9 – Privacy Impact Assessments (PIAs)

AECL has completed one Privacy Impact Assessment during this reporting period. More information regarding the PIA is provided in section 10 of this annual report.

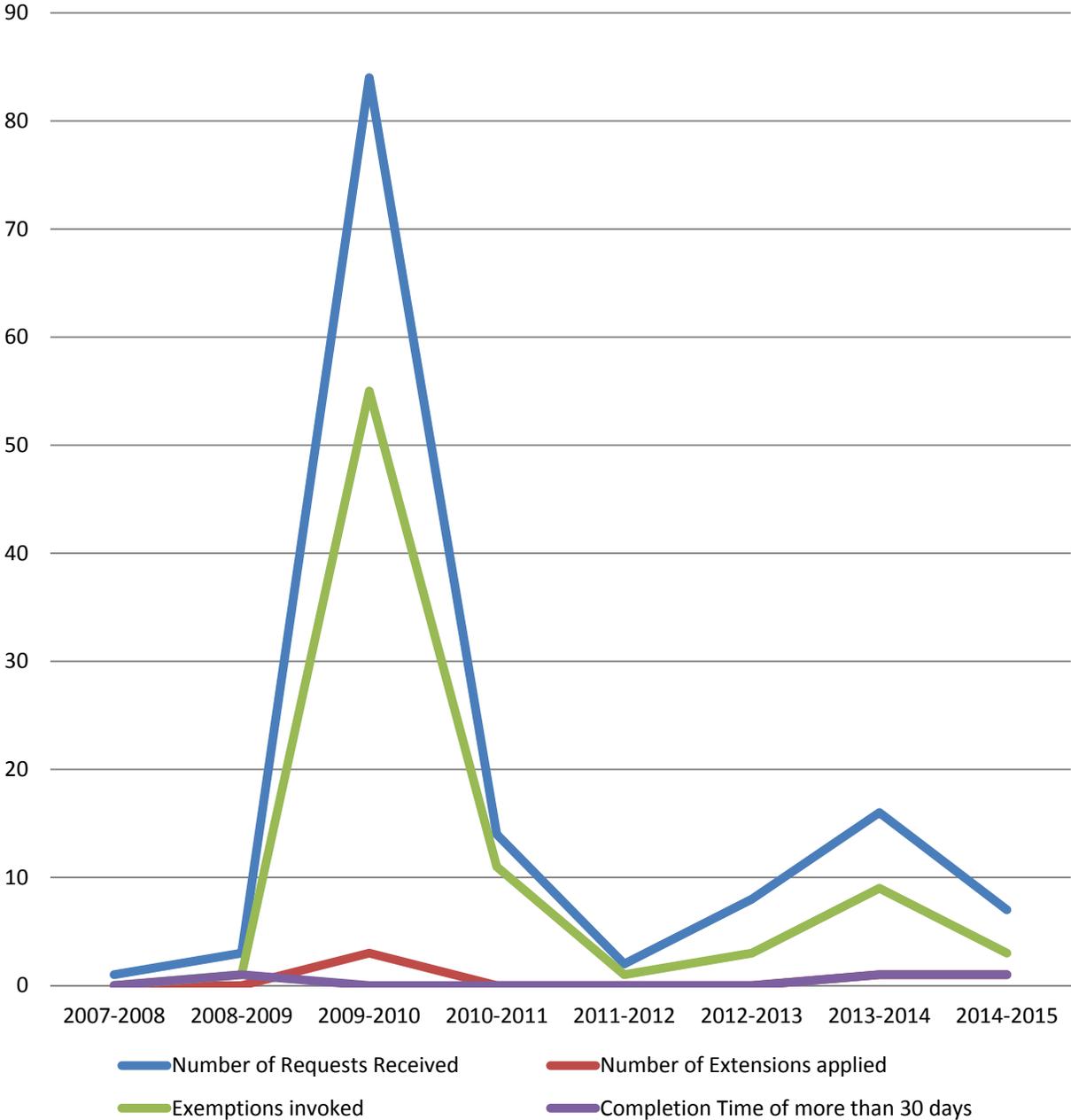
4.1.10 Part 10 – Resources Related to the PA**Part 10.1 - Costs**

Total salary costs associated with *PA* activities are estimated at \$210,627.00 for 2014-2015. Other operation and maintenance costs amounted to \$6,857.00 for a total of \$217,484.00.

Part 10.2 – Human Resources

The associated full-time equivalency human resource was 1.5.

4.2 Multi-Year Trends



5. TRAINING AND AWARENESS

The Training Oversight Committee of AECL's wholly owned subsidiary CNL, has finalized a new corporate required training curriculum for fiscal year 2014-2015. The curriculum includes the new Online Security Awareness – Information Management ODT-691D required to be completed by all employees (full time, part time, term and casual). This course includes an awareness of the *Privacy Act* which covers the purpose of the *Act*, various exemptions, the delegation of authority, the privacy request process, the protection of personal information, the right to complain, responsibilities under the *Act*, best practices and the need of good information management. A total of 3,273 employees have completed the online awareness during fiscal year 2014-2015.

Furthermore, the office of ATIP in collaboration with CNL's Organizational Development and Training has updated the *Privacy Act* Awareness course (AWS-0030) with due regards to TBS' Directive on Privacy Requests and Correction of Personal Information. This training is to inform AECL employees of the application of the *Privacy Act*, including the purpose of the *Act*, applicable definitions, their responsibilities, the principles for assisting requesters, the delegation, exemptions decisions, the exercise of discretion, the requirement to provide complete, accurate and timely responses, the complaint process, sound privacy practices for the creation, collection, retention, validation, use, disclosure and disposition of personal information, the requirements found in TBS policy instruments and AECL's procedures related to the administration of the *Act*, including policies on management of information. Briefing sessions form an integral part of the ATIP communications and training objectives.

Two formal Privacy training sessions AWS-0030 were given to 22 employees and senior managers from the Canadian Nuclear Laboratories in Chalk River and the Port Hope Area Initiative Office in Port Hope.

Informal briefing sessions are also given regularly by the ATIPO employees during the process of retrieval and review of documents in response to *Privacy Act* requests.

6. INSTITUTION-SPECIFIC POLICIES, GUIDELINES AND PROCEDURES

AECL did not implement any new and/or revised institution-specific Privacy related policies, guidelines or procedures during the reporting period. 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 2014-2015.

7. COMPLAINTS, INVESTIGATIONS AND AUDITS

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 2014-2015.

8. MONITORING PROCESSING TIME

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

9. PRIVACY BREACHES

No material privacy breaches occurred during the reporting period.

10. PRIVACY IMPACT ASSESSMENT

AECL completed one Privacy Impact Assessment (**PIA**) during this reporting period:

The PIA analyzed the potential privacy risks associated with the implementation of the Perspective Application created by the company PPM. The privacy issues identified can be resolved through the development and documentation of appropriate procedures and processes that ensure compliance with the *Privacy Act*. The personal information collected for the purpose of investigations and incident reporting through the Perspective Application will only be used for a purpose that is compatible with the collection. The application is a highly secure system with extensive security features and procedures and can only be accessed by authorized users. The Nuclear Safety and Security program has demonstrated an ongoing commitment to the security and protection of the sensitive data. Departmental officials incorporated privacy as a core element.

The Perspective Application by PPM has not yet been approved for implementation due to the ongoing restructuring of AECL and the transition of the Nuclear Laboratories to a GoCo model. As a result, the PIA summary is currently not available to the public.

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

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