

# Atomic Energy of Canada Limited

## 2024-25 Annual Report on the Administration of the

### ***Privacy Act***

Prepared by:

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Signed by: Isabelle Gaudreault

Final review by:

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President & CEO  
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2025 August

Revision History					
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No.	Date				
D1	2025/07/30	First Draft prepared by the ATIP Director	Isabelle Gaudreault		
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Final	2025/08/25	Final version approved by the President & CEO			Fred Dermarkar

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## 1. INTRODUCTION

This annual report to Parliament is prepared and tabled in accordance with section 72 of the [Privacy Act \(PA\)](#). 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, 2025.

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

### Mandate

AECL's mandate is to enable nuclear science and technology, derive optimal value for Canada from AECL's CANDU intellectual property, and to protect the environment by fulfilling 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 Energy and 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 long-term contracts with Canadian Nuclear Laboratories for the management and operation of its sites. More information on AECL's activities and governance structure are available on AECL's website at [www.aecl.ca](http://www.aecl.ca).

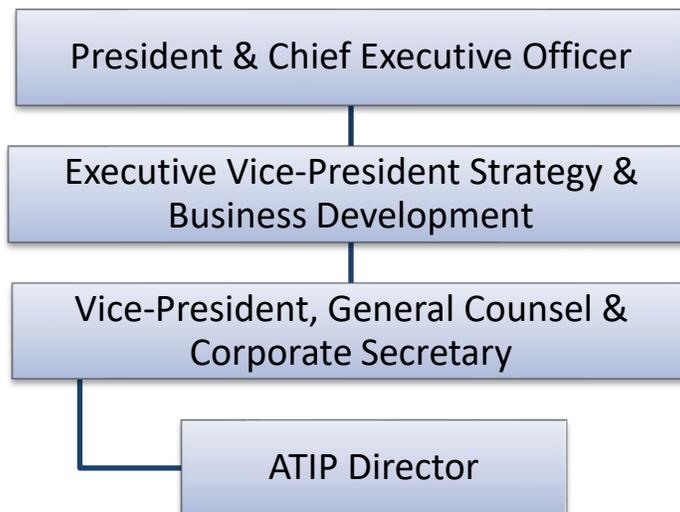
Note: AECL doesn't have any non-operational ("paper") subsidiaries during this reporting period.

## 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 [Access to Information Act \(ATIA\)](#) and the *PA*. The Office is responsible for receiving, processing and approving requests and responses. It also 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 who reports directly to the General Counsel & Corporate Secretary of AECL. The equivalent of 0.8 full time employee (**FTE**) was applied to *ATIA* matters and 0.2 FTE was applied to *Privacy Act* matters.

AECL was not party to any service agreements under section 73.1 of the *PA* during this reporting period.

**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*.



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

Pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) 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 du paragraphe 95(1) de la *Loi sur l'accès à l'information* et du paragraphe 73(1) 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 le dit 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.

Schedule / Annexe		
Position / Poste	<i>Access to Information Act</i> and Regulations / <i>Loi sur l'accès à l'information</i> et Règlements	<i>Privacy Act</i> and Regulations / <i>Loi sur la protection des renseignements personnels</i> et Règlements
Director, Access to Information and Privacy / Directeur, Accès à l'information et protection des renseignements personnels	Full authority / Autorité absolue	Full authority / Autorité absolue



Fred Dermarkar, President and Chief Executive Officer / Président et premier dirigeant

2021 Feb 18

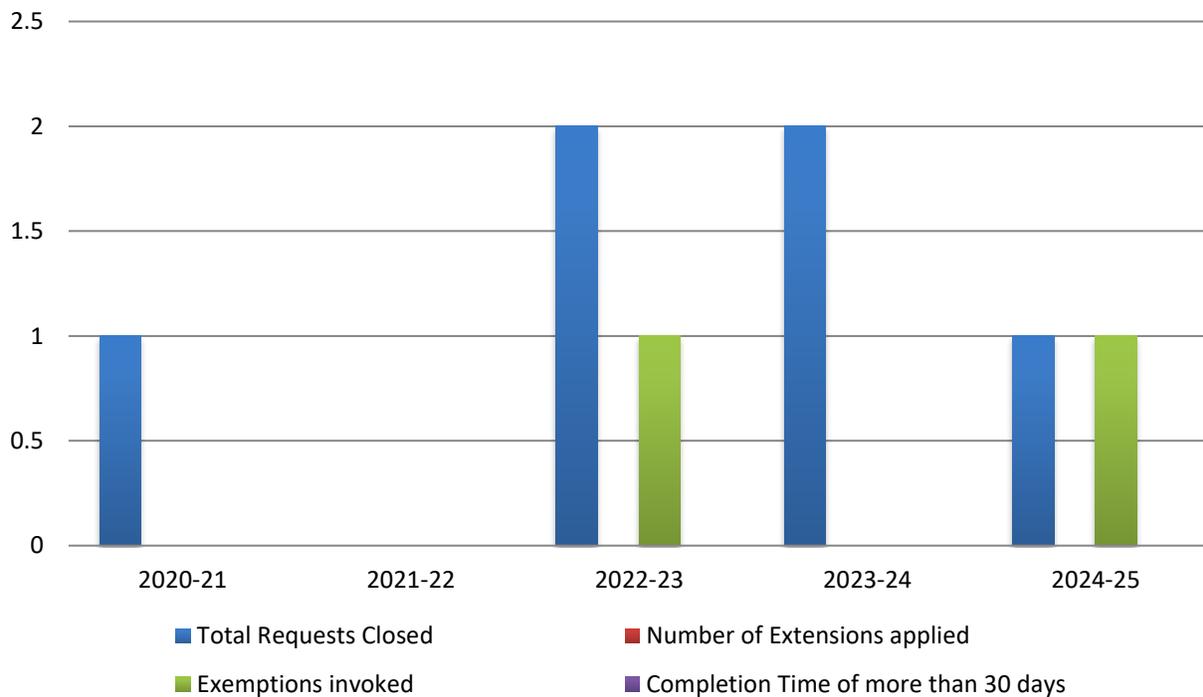
Date

#### 4. PERFORMANCE 2024-25

The following is an overview of key data on AECL’s performance for this fiscal year, as reflected in the Statistical Report on the *PA* and the Supplemental ATIP Statistical Report for 2024-25.

- 100% of the requests were responded within the legislated timelines.
- AECL received and completed within 30 days one formal request for personal information under the *PA* during the reporting year.
- AECL did not have any active formal requests or complaints as of the last day of the reporting period.
- AECL did not receive nor complete consultations for other institutions.

**Multiyear Trend**



#### 5. TRAINING AND AWARENESS

Informal briefings and one-on-one training were given as needed by the ATIP Office. One formal *PA* awareness session was given virtually to 12 employees during the reporting period.

## **6. POLICIES, GUIDELINES AND PROCEDURES**

AECL did not implement any new and/or revised institution-specific Access to Information related policies, guidelines or procedures during the reporting year 2024-25.

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. Several Privacy statements were added to institution-specific forms collecting personal information. However, no PIB update, or registration were necessary during fiscal year 2024-25.

## **7. INITIATIVES AND PROJECTS TO IMPROVE PRIVACY**

AECL has undertaken initiatives for technological improvements to modernize the delivery of ATIP services, facilitate information management and requests processing during the reporting period.

## **8. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS**

Applicants have the right to file a complaint pursuant to the *PA* and may exercise this right at any time during the processing of their request. AECL has not received any complaints or requests for investigation related to a *PA* and no appeals have been made to the Federal Court during the reporting period 2024-25.

## **9. MATERIAL PRIVACY BREACHES**

No material privacy breaches were reported to the Office of the Privacy Commissioner and to Treasury Board of Canada Secretariat (Information and Privacy Policy Division) during the reporting period.

## **10. PRIVACY IMPACT ASSESSMENT**

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

## **11. PUBLIC INTEREST DISCLOSURES**

No disclosures of personal information were made under paragraph 8(2)(m) of the *PA* during the reporting year.

**12. MONITORING COMPLIANCE**

AECL uses an ATIP Case Management software as a tool to monitor the time required to process each privacy request and requests for corrections. No other monitoring was necessary or conducted during the reporting period.