



National Research
Council Canada

Conseil national
de recherches Canada

NRC · CNRC

*Annual Report to Parliament
2006-2007*

Privacy Act

Canada

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Report on the *Privacy Act*

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Introduction

In accordance with Section 72 of the *Privacy Act*, this twenty-third Annual Report on the administration of the *Privacy Act* at the National Research Council (NRC) describes how NRC discharged its responsibilities in relation to the *Act* in the fiscal year 2006-2007.

National Research Council of Canada - Role and Responsibilities

According to the *National Research Council (NRC) Act*, the mandate of the organization is to undertake, assist or promote scientific and industrial research in different fields of importance to Canada; to investigate standards and methods of measurement; and to work on the standardization and certification of scientific and technical apparatus and instruments and of materials used or usable by Canadian industries. NRC is also responsible for the operation and administration of astronomical observatories established or maintained by the Government of Canada and for the operation of a national science library. NRC is defined as a Separate Employer under the *Public Service Staff Relations Act* and as a Departmental Corporation under the *Financial Administration Act*.

NRC's business is based on scientific research, technology, knowledge creation, and innovation. Its vision is to be valued as the world's best national organization for research and innovation; its purpose to provide integrated science and technology solutions in areas of critical importance to Canada; its role to be a vital instrument of the federal government translating science and technology into social and economic well-being for Canadians and its goals to contribute to the global competitiveness of Canadian industry in key sectors and to the economic viability of communities, to strengthen Canada's innovation system, and to make significant contributions to Canada's priorities in health and wellness, sustainable energy and the environment.

Organisation of Privacy Activities

The President has delegated the responsibility for the application of the *Privacy Act* to the Secretary General of NRC. Operational responsibility for the application of the *Act* has been delegated to the ATIP Coordinator.

Delegation Instrument

Pursuant to Section 73 of the *Privacy Act*, the President has designated the persons holding the positions indicated below to exercise the powers and perform the duties and functions of the President as the head of a government institution under the sections of the *Act* set out opposite each position.

<u>Position</u>	<u>Sections of the <i>Privacy Act</i></u>
Secretary General	Full authority
Privacy Coordinator	8(2)(j)(m), 8(4)(5), 9(1)(4), 10, 14, 15, 17(2)(b), 18(2), 36(3), 37(3), 51(2)(b)

Administrative Issues

Staffing

A new ATIP Officer position was created in 2006. The new ATIP Officer took up her position at the end of May 2006. The ATIP office is now a two-person team.

Some of the functions are to fulfill NRC's duty with regard to proper disclosure and protection of personal information pursuant to the *Privacy Act* and regulations, to process privacy requests, and to respond to questions from staff and the public. In response to the TBS Policy on Privacy Impact Assessment, the team ensures that new programs or services are consistent with privacy requirements.

Training for the Coordinator and for the Officer, Access to Information and Privacy

In 2006-2007, the Coordinator and the Officer, Access to Information and Privacy participated in training sessions, workshops and seminars organized by the Treasury Board Secretariat and the Department of Justice.

In addition, they attended the 2006 conference of the Canadian Access and Privacy Association.

ATIP Electronic Tool

In 2006-2007, the NRC ATIP office invested in an Imaging and Electronic Management System to keep track and process requests made under the *Privacy Act*.

Awareness Sessions

The ATIP office continued to provide information and advice to NRC directors, managers and staff, on an on-going basis. In particular, privacy presentations were made to staff of the Administrative Services and Property Management Branch on the subject of contracts, to staff of the Strategy and Development Branch also in the area of contracting, and to new NRC managers in the context of a two-day orientation session.

In addition, the ATIP Office worked with the Legal Services Branch and with the Human Resources Branch to update the privacy notice associated with the Corporate Credit Card.

At the request of the Human Resources Division, the ATIP Office prepared a presentation that will be used in webcast orientation sessions for new NRC employees, across Canada.

Annual Statistical Report 2006-2007

The annual statistical report for the fiscal year 2006-2007 is included at the end of this chapter.

Interpretation of the Statistical Report

Nature of Requests

Five new requests were received from applicants who wanted NRC records pertaining to them in the reporting period. These five requests were processed in the reporting period.

Completion Times and Extensions

Four requests were processed within the thirty-day period and one was processed within the thirty-day extension.

Exemptions

Section 26

(Information about another individual)

Last year, Section 26 was invoked twice.

Complaints

No new complaints were received in 2006-2007.

Privacy Impact Assessment Activities

During the 2006-2007 fiscal year, NRC initiated and completed four preliminary impact assessments. The objective of the preliminary assessments was to evaluate whether or not a service or project was in compliance with the privacy requirements and to determine if a full privacy impact assessment was required. In all the cases, the preliminary analysis indicated low privacy risks with an easy mitigation plan. It was concluded that full privacy impact assessments were not required.

The teams involved in the preliminary assessment worked in collaboration with the ATIP Unit to incorporate the recommendations proposed at the implementation phase of each project. One project team will be implementing the recommendations in the new fiscal year, and another is proceeding with a threat and risk analysis to ensure that the security risks are managed in accordance with the Government Security Policy.

At the request of a senior manager, one other project was evaluated. It was determined at a preliminary meeting that an assessment was not required given that the project was limited to an improvement to an internal system. Furthermore, no additional personal information was being collected and no new program or service was being designed.

In all cases, it was agreed that should any program or service undergo developments and design changes, further analysis would be conducted to ensure that privacy risks have been identified.

Section 8(2) Disclosures

There were no disclosures made to other organisations pursuant to section 8(2) of the Privacy Act.

Data matching and Data Sharing

There were no data matching or data sharing activities.

Costs

The cost of administering the *Privacy Act* in the reporting period is estimated at \$17,850. This includes time spent responding to the requests, doing the preliminary impact assessments, preparing reports, and providing advice and training to staff. This also includes a portion of the time of the Secretary General, the Legal Counsel, and the staff of Records Services.

ATTACHMENT

ANNUAL STATISTICAL REPORT

PRIVACY ACT

April 1, 2006 to March 31, 2007



REPORT ON THE PRIVACY ACT
RAPPORT CONCERNANT LA LOI SUR LA PROTECTION
DES RENSEIGNEMENTS PERSONNELS

Institution National Research Council of Canada/Conseil national de recherches du Canada	Reporting period / Période visée par le rapport 1 April/avril 2006 - 31 March/mars 2007
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I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels		
Received during reporting period / Reçues pendant la période visée par le rapport		5
Outstanding from previous period / En suspens depuis la période antérieure		0
TOTAL		5
Completed during reporting period / Traitées pendant la période visées par le rapport		5
Carried forward / Reportées		0

II Disposition of request completed / Disposition à l'égard des demandes traitées		
1. All disclosed / Communication totale		1
2. Disclosed in part / Communication partielle		2
3. Nothing disclosed (excluded) / Aucune communication (exclusion)		
4. Nothing disclosed (exempt) / Aucune communication (exemption)		
5. Unable to process / Traitement impossible		2
6. Abandoned by applicant / Abandon de la demande		
7. Transferred / Transmission		
TOTAL		5

III Exemptions invoked / Exceptions invoquées		
S. Art. 18(2)		
S. Art. 19(1)(a)		
(b)		
(c)		
(d)		
S. Art. 20		
S. Art. 21		
S. Art. 22(1)(a)		
(b)		
(c)		
S. Art. 22(2)		
S. Art. 23 (a)		
(b)		
S. Art. 24		
S. Art. 25		
S. Art. 26		2
S. Art. 27		
S. Art. 28		

IV Exclusions cited / Exclusions citées		
S. Art. 69(1)(a)		
(b)		
S. Art. 70(1)(a)		
(b)		
(c)		
(d)		
(e)		
(f)		

V Completion time / Délai de traitement		
30 days or under / 30 jours ou moins		4
31 to 60 days / De 31 à 60 jours		1
61 to 120 days / De 61 à 120 jours		
121 days or over / 121 jours ou plus		

VI Extensions / Prorogations des délais		
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations	1	
Consultation		
Translation / Traduction		
TOTAL	1	

VII Translations / Traductions		
Translations requested / Traductions demandées		
Translations prepared / Traductions préparées	English to French / De l'anglais au français	
	French to English / Du français à l'anglais	

VIII Method of access / Méthode de consultation		
Copies given / Copies de l'original		3
Examination / Examen de l'original		
Copies and examination / Copies et examen		

IX Corrections and notation / Corrections et mention		
Corrections requested / Corrections demandées		
Corrections made / Corrections effectuées		
Notation attached / Mention annexée		

X Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 17,350
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 500
TOTAL	\$ 17,850
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.25

