

Privacy Act

**Canada Foundation for Innovation
Annual Report to Parliament
April 1, 2007 – March 31, 2008**

Introduction

The Canada Foundation for Innovation (CFI) is an independent corporation created by the Government of Canada to fund research infrastructure. The CFI's mandate is to strengthen the capacity of Canadian universities, colleges, research hospitals, and non-profit research institutions to carry out world-class research and technology development that benefits Canadians. Since its creation in 1997, CFI investments have led to breakthroughs across the full spectrum of science including health, natural resources and energy, information and communications technology, and the environment.

The infrastructure funded by the CFI includes state-of-the-art equipment, laboratories, databases, and the buildings necessary to conduct research. CFI-funded infrastructure fosters collaboration among the academic, private, public, and non-profit sectors in a wide range of research projects. Although the CFI is not alone in supporting innovation in Canada, it is the only national organization focused on providing the infrastructure required to conduct research.

The CFI supports national S&T objectives and strengthens Canada's capacity for innovation by:

- supporting economic growth and job creation, as well as health and environmental quality through innovation;
- increasing Canada's capability to carry out important world-class scientific research and technology development;
- expanding research and job opportunities for young Canadians;
- promoting productive networks and collaboration among Canadian postsecondary educational institutions, research hospitals, and the private sector.

2007-2008 Highlights

The CFI became subject to the *Privacy Act* on April 1, 2007. Although this marks our first year of officially being subject to the *Privacy Act*, from its inception the CFI has followed the spirit of the Act with respect to requests for personal information. Thus principles related to accountability and data protection, which are central to the *Privacy Act*, are deeply embedded within the culture at CFI.

A formal Access to Information and Privacy office and reporting structure was in place April 1st 2007. Organization-wide orientation and awareness sessions in Access to Information and Privacy (ATIP) were offered to all employees and resulted with 85% participation.

The CFI did not receive any requests under the *Privacy Act* during the reporting period.

ATIP Office and Reporting Structure

The Vice-President of Finance and Corporate Services has overall delegated responsibility for the administration of the ATIP laws within CFI. The day-to-day activities and operations related to the Act are coordinated by the Director of Corporate Services who reports directly to this Vice-President. The Director is assisted by the Manager of Administration and by an external consultant, who has expertise on Access and Privacy issues within the context of the research environment. Effectively, these CFI officials collaborate part-time to manage a small ATIP office with the following role and mandate:

- responding to formal Privacy requests and consultations;
- promoting awareness of the Act within the CFI through timely communications, training sessions, new staff orientation sessions, regular staff meeting updates and individual consultations;
- ensuring compliance with the Act by developing and implementing effective policies and guidelines;
- developing expertise through formal training opportunities, attending ATIP community events and conferences and establishing network contacts;
- representing the CFI on all official *Privacy Act* business including liaison with the Privacy Commissioner and the Treasury Board Secretariat;
- completing annual reports to Parliament, annual statistics and updates to the Info Source publications.

Delegation Orders

The President of CFI has delegated certain of his *Privacy Act* responsibilities to the aforementioned ATIP officials. The specific level of authority delegated to each official is presented in the table found in Annex A.

Statistical Report and Interpretation

The CFI did not receive any requests under the *Privacy Act* in 2007-2008. Since this represents the first year that the CFI has been subject to the Act, and as CFI had no requests, we do not have any data for trend analysis or for levels of activity comparison. Nevertheless, we are pleased to present a copy of the CFI statistical report which can be found in Annex B and to provide our comments about these statistics.

Each year the CFI reviews between 500-1200 research infrastructure proposals, depending on our funding program schedule. In 2007-2008, we received just over 600 infrastructure proposals. Although these proposals are submitted to the CFI by institutions, each proposal contains personal information belonging to one or more researchers affiliated with the applicant institution. The CFI Board makes funding decisions on all proposals using, among other criteria, the candid written opinions of experts whose identities are not revealed to the applicants. At first glance, it would appear extraordinary that this process has not resulted in at least a few requests under the

Privacy Act. However, the CFI believes that the low request rate is attributable in some measure to our proactive approach to disclosure. Since its inception, it has been the CFI's practice to provide applicants with full and timely feedback informally without waiting for requests for the information. All funding decisions and written expert reports are released to the institutions within a few days of our Board meeting.

Total costs associated with all aspects of administering the *Privacy Act* are estimated to be \$11,445. This includes salary costs of \$9,950 and administration costs of \$1,495. The majority of activities identified for estimating these costs include:

- the time spent by CFI ATIP office in training, administrative work, internal consultations and networking;
- the time spent by other CFI employees in training, orientation and consultations;
- ATIP consultant fees;
- training materials.

Employee resources associated with administering the Act for 2007-2008 is estimated to be 0.13 of a full-time equivalent.

Privacy Impact Assessments

The CFI did not initiate any Privacy Impact Assessments (PIA) or Preliminary Privacy Impact Assessments (PPIA) during the reporting period, thus no assessments were sent to the Office of the Privacy Commissioner.

Data matching and Data Sharing Activities

The CFI did not establish any new systems or processes which lead to data matching or the sharing of personal information during the reporting period.

Education and Training Activities

The CFI delivered two in-house training and awareness sessions intended for all employees. As previously indicated, the sessions were very well-attended with an 85% participation rate (43 employees). A custom training session was also given to four program employees who regularly deal with personal information found in research proposals and expert reviews. In addition, the CFI added a component to its regular orientation session for new staff. This year, for the first time new employees received information about the Act and about the ATIP office.

The ATIP office personnel received a customized in-house training session from our ATIP consultant. In addition, the Director (Corporate Services) attended a three day Access to Information and Privacy training session offered by the Treasury Board Secretariat. The training was offered to all government departments and independent Foundations that became subject to the Access to Information Act in 2007-2008. The Director also participated in a number of community discussion forums, the annual

training conference offered by the Canadian Access and Privacy Association (CAPA), as well as a Treasury Board-sponsored workgroup evaluation session.

Finally, ATIP staff have also benefited from practical “hands on” approach to learning in that many ATIP activities have been managed in consultation with an experienced ATIP consultant.

Personal Information Disclosures

The CFI did not disclose personal information pursuant to subsections 8(2) (e), (f), (g) or (m).

Institutional Changes

There were no significant changes to the institution’s organization, programs, operations or policies during this reporting period.

Privacy Policies

Although it became subject to the Act for the first time on April 1, 2007, CFI did not introduce any significant new privacy policies during this reporting period. The ATIP staff is working on revisions to existing privacy statements on CFI’s web site and in its program literature to ensure that these reflect the new legal status

Complaints and Investigations

There were no complaints made to the Privacy Commissioner about CFI during this reporting period.

**Canada Foundation for Innovation
Fondation canadienne pour l'innovation**

**Schedule – Privacy Act Delegation Order
Annexe – Ordonnance de délégation des pouvoirs du CRSNG relative
à la *Loi sur la protection des renseignements personnels***

| Section or subsection of the Act / Article ou paragraphe de la Loi | Manager, Administration / Gestionnaire, Administration | Director, Corporate Services / Directeur, Gestion | Vice-President, Finance & Corporate Services / Vice-présidente, Finances et gestion |
|---|---|---|--|
| 8(2)(j) | X | X | X |
| 8(4) | X | X | X |
| 8(5) | X | X | X |
| 9(1) | X | X | X |
| 9(4) | X | X | X |
| 10 | X | X | X |
| 14 | X | X | X |
| 15 | X | X | X |
| 17(2)(b) | X* | X | X |
| 17(3) | X* | X | X |
| 18(2) | X | X | X |
| 19(1) | X* | X | X |
| 19(2) | X | X | X |
| 20 | X* | X | X |
| 21 | X* | X | X |
| 22(1)(2) | X* | X | X |
| 23 | X | X | X |
| 24 | X | X | X |
| 25 | X* | X | X |
| 26 | X | X | X |
| 27 | X | X | X |
| 28 | X* | X | X |
| 31 | X | X | X |
| 33(2) | X | X | X |
| 35(1) | X | X | X |
| 35(4) | X | X | X |

* Indicates that Manager, Administration may sign under this provision with approval of the President or other senior designates

* Indique que le gestionnaire, Administration peut signer des documents en vertu de ces dispositions avec l'approbation du président ou d'autres cadres désignés



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| Institution Canada Foundation for Innovation | Reporting period / Période visée par le rapport 01/04/2007 – 31/03/2008 |
|---|--|

| | |
|---|----------|
| 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 | 0 |
| Outstanding from previous period / En suspens depuis la période antérieure | 0 |
| TOTAL | 0 |
| Completed during reporting period / Traitées pendant la période visées par le rapport | 0 |
| Carried forward / Reportées | 0 |

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|--|---|
| IV Exclusions cited / Exclusions citées | |
| S. Art. 69(1)(a) | 0 |
| (b) | 0 |
| S. Art. 70(1)(a) | 0 |
| (b) | 0 |
| (c) | 0 |
| (d) | 0 |
| (e) | 0 |
| (f) | 0 |

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|--|---|
| VII Translations / Traductions | |
| Translations requested / Traductions demandées | 0 |
| Translations prepared / Traductions préparées | 0 |
| English to French / De l'anglais au français | 0 |
| French to English / Du français à l'anglais | 0 |

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|--|----------|
| II Disposition of request completed / Disposition à l'égard des demandes traitées | |
| 1 All disclosed / Communication totale | 0 |
| 2 Disclosed in part / Communication partielle | 0 |
| 3 Nothing disclosed (excluded) / Aucune communication (exclusion) | 0 |
| 4 Nothing disclosed (exempt) / Aucune communication (exemption) | 0 |
| 5 Unable to process / Traitement impossible | 0 |
| 6 Abandoned by applicant / Abandon de la demande | 0 |
| 7 Transferred / Transmission | 0 |
| TOTAL | 0 |

| | |
|--|---|
| V Completion time / Délai de traitement | |
| 30 days or under / 30 jours ou moins | 0 |
| 31 to 60 days / De 31 à 60 jours | 0 |
| 61 to 120 days / De 61 à 120 jours | 0 |
| 121 days or over / 121 jours ou plus | 0 |

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| VIII Method of access / Méthode de consultation | |
| Copies given / Copies de l'original | 0 |
| Examination / Examen de l'original | 0 |
| Copies and examination / Copies et examen | 0 |

| | |
|--|---|
| III Exemptions invoked / Exceptions invoquées | |
| S Art 18(2) | 0 |
| S Art 19(1)(a) | 0 |
| (b) | 0 |
| (c) | 0 |
| (d) | 0 |
| S Art 20 | 0 |
| S Art 21 | 0 |
| S Art 22(1)(a) | 0 |
| (b) | 0 |
| (c) | 0 |
| S Art 22(2) | 0 |
| S Art 23 (a) | 0 |
| (b) | 0 |
| S Art 24 | 0 |
| S Art 25 | 0 |
| S. Art. 26 | 0 |
| S. Art. 27 | 0 |
| S. Art. 28 | 0 |

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|---|--------------------------------------|------------------------------------|
| 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 | 0 | 0 |
| Consultation | 0 | 0 |
| Translation / Traduction | 0 | 0 |
| TOTAL | 0 | 0 |

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| IX Corrections and notation / Corrections et mention | |
| Corrections requested / Corrections demandées | 0 |
| Corrections made / Corrections effectuées | 0 |
| Notation attached / Mention annexée | 0 |

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| X Costs / Coûts | |
| Financial (all reasons) / Financiers (raisons) | |
| Salary / Traitement | \$ 9950 |
| Administration (O and M) / Administration (fonctionnement et maintien) | \$ 1495 |
| TOTAL | \$ 11445 |
| Person year utilization (all reasons) / Années-personnes utilisées (raisons) | |
| Person year (decimal format) / Années-personnes (nombre) | 0 13 |