

Privacy Act

**Canada Foundation for Innovation
Annual Report to Parliament
April 1, 2008 – March 31, 2009**

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.

2008-2009 Highlights

This marks our second year of officially being subject to the *Privacy Act*. From its inception in 1997, 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.

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; and
- 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 2008-2009. Since this represents the second 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, including the Supplemental Reporting Requirements and Discrepancies all of 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 2008-2009, we received approximately 950 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 \$6,305. This includes salary costs of \$5,480 and administration costs of \$825. 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 consultation and legal fees;

- training materials; and
- translation costs.

Employee resources associated with administering the Act for 2008-2009 is estimated to be 0.08 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 an in-house training and awareness session specially focused for new Programs staff who regularly deal with personal information found in research proposals and expert reviews. In addition, an overview of ATIP principals and procedures was offered as part of the new employees Orientation presentation. ATIP office personnel also participated in a number of community meetings.

Finally, in an effort to apply training in a practical manner, all ATIP activity, including responses to requests, was reviewed by the CFI 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

The CFI did not introduce any significant new access to information policies during this reporting period. The ATIP staff is working on revisions to existing access to information statements on CFI's web site and in its program literature to ensure that these are up to date.

Complaints and Investigations

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



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DESIGNATION ORDER

Privacy Act

The designated Head of the Canada Foundation for Innovation pursuant to section 73 of the Privacy Act*, hereby designates the persons holding the positions set out in the schedule attached hereto to exercise the powers and functions of the head of the institution under the sections of the Act set out in the schedule opposite each position.

Dr. Eliot Phillipson, President, CFI

Date : June 24, 2009

* S.C. 1980-82, c.111

**Canada Foundation for Innovation
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**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(2)(m)	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)(b)	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	X*	X	X
22.3	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
36(3)	X	X	X
37(3)	X	X	X
51(2)(b)	X	X	X
51(3)	X	X	X
72(1)	X	X	X

Section or subsection of the Privacy Regulations / Article ou paragraphe du règlement sur la protection des renseignements personnels	Manager, Administration / Gestionnaire, Administration	Director, Corporate Services / Directeur, Gestion	Vice-President, Finance & Corporate Services / Vice-présidente, Finances et gestion
9	X	X	X
11(2)	X	X	X
11(4)	X	X	X
13(1)	X	X	X
14	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 désigné



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

Institution Canada Foundation for Innovation	Reporting period / Période visée par le rapport April 01, 2008 to March 31, 2009
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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	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

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

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

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

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

VI Extentions / 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	0	0
Consultation	0	0
Translation / Traduction	0	0
TOTAL	0	0

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

X Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 5480
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 825
TOTAL	\$ 6,305
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.08



Appendix B

Supplemental Reporting Requirements

Access to Information Act

In addition to the reporting requirements addressed in form TBS/SCT 350-62 "Report on the Access to Information Act", institutions are required to report on the following using this form:

Part III – Exemptions invoked

Section 13

Subsection 13(e) 0

Section 14

Subsections 14(a) 0

14(b) 0

Part IV – Exclusions cited:

Subsection 69.1 (1) 0

Annexe B

Exigences en matière de rapports supplémentaires

Loi sur l'accès à l'information

En plus des exigences relatives à l'établissement de rapports dont on traite au formulaire TBS/SCT 350-62, « Rapport concernant la Loi sur l'accès à l'information », les institutions sont tenues de déclarer ce qui suit, en utilisant le présent formulaire :

Partie III – Exceptions invoquées

Article 13

Paragraphe 13(e) 0

Article 14

Paragraphe 14(a) 0

14(b) 0

Partie IV – Exclusions citées

Paragraphe 69.1 (1) 0

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Supplemental Reporting Requirements

Privacy Act

Treasury Board Secretariat is monitoring compliance with the Privacy Impact Assessment (PIA) Policy (which came into effect on May 2, 2002) through a variety of means. Institutions are therefore required to report the following information for this reporting period.

Indicate the number of:

Preliminary Privacy Impact Assessments initiated: 0

Preliminary Privacy Impact Assessments completed: 0

Privacy Impact Assessments initiated: 0

Privacy Impact Assessments completed: 0

Privacy Impact Assessments forwarded to the Office of the Privacy Commissioner (OPC): 0

If your institution did not undertake any of the activities noted above during the reporting period, this must be stated explicitly.

The CFI did not initiate or complete any Preliminary Privacy Impact Assessments, nor did we initiate or complete any Privacy Impact Assessments, nor did we forward any Privacy Impact Assessments to the Office of the Privacy Commissioner during the reporting period of April 1, 2008 to March 31, 2009.

La FCI n'a pas entrepris ni complété d'évaluations préliminaires des facteurs relatifs à la vie privée, ni d'évaluations des facteurs relatifs à la vie privée. Elle n'a pas non plus acheminé d'évaluations des facteurs relatifs à la vie privée au Commissariat à la protection de la vie privée au cours de la période allant du 1^{er} avril 2008 au 31 mars 2009.

Exigences en matière d'établissement de rapports supplémentaire

Loi sur la protection des renseignements personnels

Le Secrétariat du Conseil du Trésor surveille la conformité à la Politique sur l'Évaluation des facteurs relatifs à la vie privée (ÉFVP) (qui est entrée en vigueur le 2 mai 2002) par divers moyens. Les institutions sont donc tenues de déclarer les renseignements suivants pour cette période de déclaration.

Veillez indiquer le nombre :

d'évaluations préliminaires des facteurs relatifs à la vie privée amorcées : 0

d'évaluations préliminaires des facteurs relatifs à la vie privée achevées : 0

d'évaluations des facteurs relatifs à la vie privée amorcées : 0

d'évaluations des facteurs relatifs à la vie privée achevées : 0

d'évaluations des facteurs relatifs à la vie privée acheminées au Commissariat à la protection de la vie privée (CPVP) : 0

Si votre institution n'a pas entrepris l'une ou l'autre des activités susmentionnées durant la période de rapport, cela doit être mentionné de façon explicite.

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Appendix C**Annexe C**

Discrepancies	Divergences
Not applicable.	Sans objet