



Canada Council
for the Arts

Conseil des arts
du Canada

Annual Report *Privacy Act*

April 1, 2013 to March 31, 2014

Bringing the arts to life
De l'art plein la vie



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Introduction

Privacy Act

The *Privacy Act* (the Act), a legislated obligation for federal government institutions, gives individuals the right of access to information about themselves held by the federal government with certain specific and limited exceptions. The Act, also applies to the handling practices of personal information, protecting an individual's privacy by setting out provisions related to the collection, retention, use and disclosure of personal information. Personal information is broadly defined as "information about an identifiable individual that is recorded in any form". The *Privacy Act* also applies to employee information in federal government institutions balancing an employer's "need to know" with the employees' right to privacy through the collection, use and disclosure of personal information about employees for legitimate requirements.

In accordance with section 72 of the *Privacy Act*, the annual report is prepared and tabled in Parliament at the close of each fiscal year. This report describes how, during the fiscal year 2013-2014, the Canada Council for the Arts (Canada Council) fulfilled its privacy responsibilities.

Canada Council for the Arts Mandate

The Canada Council is a federal Crown corporation created by an Act of Parliament in 1957 (*Canada Council for the Arts Act*) "to foster and promote the study and enjoyment of, and the production of works in the arts."

The Canada Council offers a broad range of grants and services to professional Canadian artists and arts organizations in music, theatre, writing and publishing, visual arts, dance, media arts and integrated (interdisciplinary) arts. It raises public awareness of the arts through its communications, research and arts promotion activities.

The Canada Council prizes and fellowships celebrate creativity by recognizing some 200 exceptional Canadians in the arts, humanities and sciences every year. The Canadian Commission for UNESCO operates under the general authority of the Canada Council. The Canada Council Art Bank, which contains 17,500 works of contemporary Canadian art in its collection, rents to the public and private sectors.

The Canada Council is governed by an 11-member Board. Members of the Board and the Director / Chief Executive Officer (CEO) of the Canada Council are appointed by the Governor in Council for fixed terms. The Canada Council relies heavily on the advice of artists and arts professionals from all parts of Canada (over 650 serve annually as jurors, or peer assessors) and works in close co-operation with federal, provincial/territorial and municipal cultural agencies and departments. As a federal Crown corporation, the Canada Council reports to Parliament through the Minister of Canadian Heritage and Official Languages.

For more information about the Canada Council, visit www.canadacouncil.ca.

Privacy Infrastructure

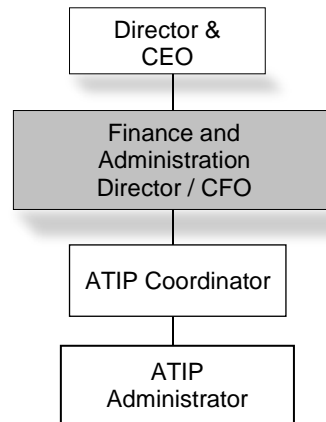
Delegation of Authority

Ministers and heads of agencies are responsible for ensuring that their organizations comply with privacy legislation.

The powers, duties and functions of the administration of the *Privacy Act* have been delegated by the Director and CEO of the Canada Council pursuant to section 73 of the *Act* and related regulations. Full delegation rests with the Director Finance and Administration / Chief Financial Officer (CFO), and the Access to Information and Privacy Coordinator to establish effective privacy practices related to the creation, collection, retention, accuracy, use, disclosure or disposition of personal information, including personal information of employees under the control of the Canada Council. This also includes privacy breach management. Some areas of responsibility were revised in 2013-2014 to include a newly



appointed full-time Access to Information and Privacy (ATIP) Administrator to streamline request processing. These delegations are identified in the Delegation Order (Appendix C).



The Access to Information and Privacy (ATIP) Office

The ATIP Office is responsible for administering the *Privacy Act* within the Canada Council. The ATIP Office is comprised of a full-time Access to Information and Privacy Coordinator and a full-time ATIP Administrator reporting to the Director, Finance and Administration / CFO.

Acting on behalf of the Director and CEO of the Canada Council, the ATIP Office receives all privacy requests and consultations (internally and externally), provides quality responses ensuring compliance with legislation, regulations, and government policy, creates organizational directions, standards, and provides professional advice and training within the Canada Council in all matters relating to the *Act*.

Additional responsibilities of ATIP practitioners include responding to Parliamentary Questions on behalf of the Canada Council.

ADMINISTRATION OF REQUESTS UNDER THE *PRIVACY ACT*

The Canada Council's statistical report summarizing *Privacy Act* activity, attached as Appendix B, covers the period between April 1, 2013 and March 31, 2014. The ATIP Office coordinates and processes requests to provide a timely service to requesters.

PART 1 - Privacy Requests

Individuals, including those in Canada who are not permanent residents or citizens, have the right to access and to correct their own personal information under the control of government institutions.

The Canada Council received 27 requests under the *Privacy Act* during this reporting period. 4 requests were carried over from the previous fiscal year. 5 requests are carried forward into fiscal year 2014-2015. (Appendix B: Part 1)

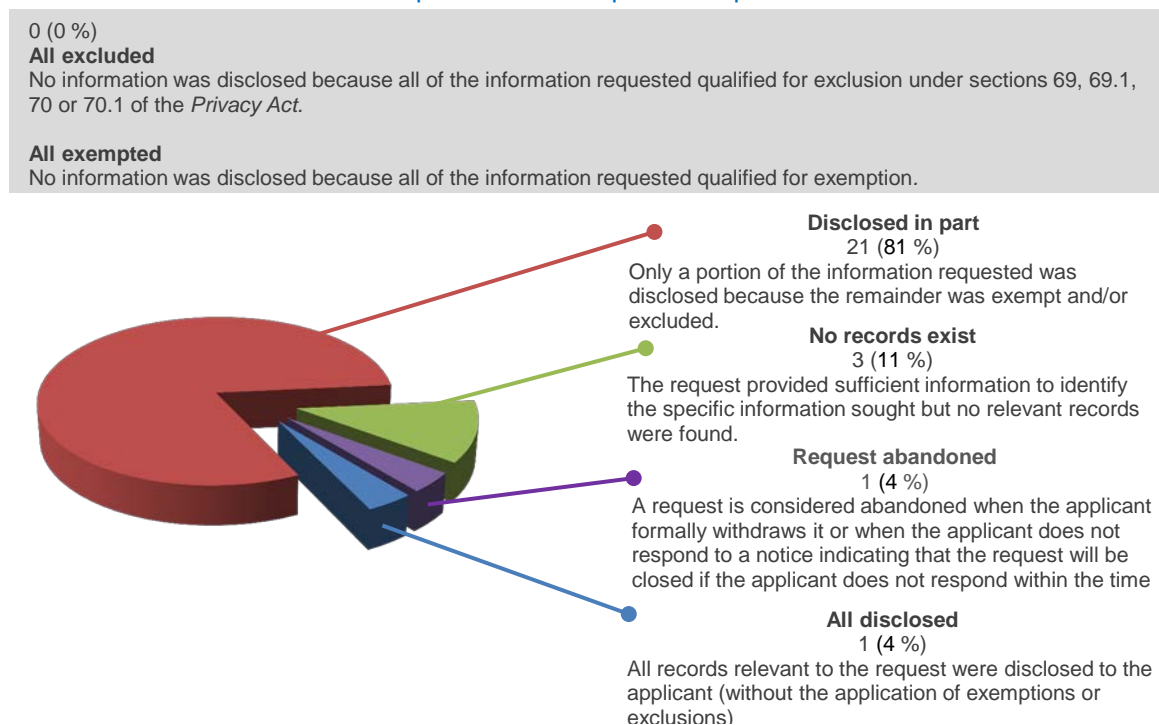
PART 2 - Requests closed during the reporting period

Requests are closed when documents have been retrieved or treated and a response has been sent to the requester.

1 request was abandoned. A request is considered abandoned when the applicant formally withdraws it or when the applicant does not respond to a notice indicating that the request will be closed if the applicant does not respond within the time period specified by the institution.

Of the 27 requests received, the Canada Council completed processing 26 (96 %) active requests in the current fiscal year. There were 3 instances where no records exist; 1 instance in which information was all disclosed and 21 instances where the information was disclosed in part. 1 request was abandoned; none were all exempted or all excluded. 5 requests were carried forward into the next fiscal year.

Disposition of Completed Requests

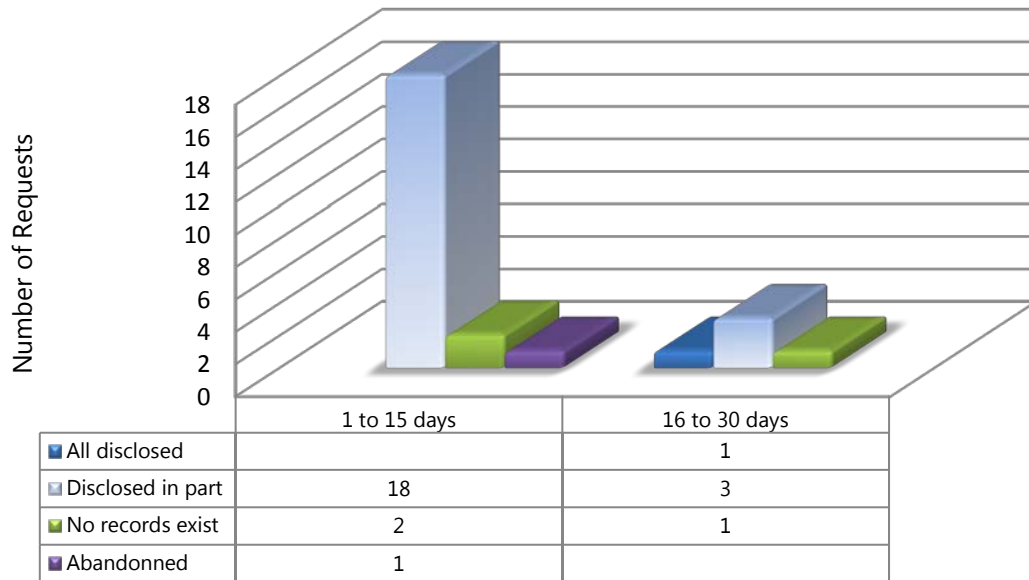


(Appendix B, Table 2.1)



21 requests were closed in 15 days or less; and 5 requests were closed between 16 to 30 days during fiscal year 2013-2014. The Canada Council is committed to ensuring timely responses to all requests. The Act allows for a legal response time of 30 calendar days from the date of receipt of the request.

Completion Time (in days)

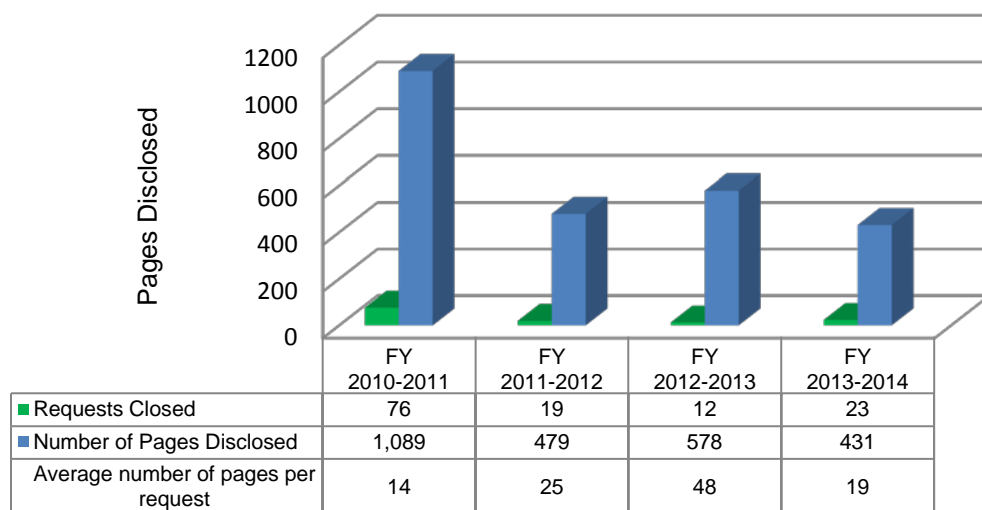


(Appendix B: Table 2.1)

Relevant pages disclosed by requests

In 2013-2014, the number of relevant pages disclosed in full or in part totaled 431, averaging 19 pages per request. These numbers do not reflect the number of pages or records examined to determine relevancy through internal consultations.

Request Processing



(Appendix B: Table 2.5.1)



Factors affecting the complexity of requests include the number of pages processed and disclosed, and the scope of the request (requiring additional time to identify and retrieve documents, and review and exclude information in accordance with the *Act*). Offices of primary interest provide context and guidance on the sensitivity of information in the responsive records to the ATIP practitioners who review these records line-by-line, citing specific provisions of the *Act* if information is withheld.

Disposition Fiscal year 2013-2014	Relevant pages disclosed by request	
	Less than 100 pages	
	Number of requests	Pages disclosed
All disclosed	1	62
Disclosed in part	21	369
All exempted	0	0
All excluded	0	0
Abandoned	1	0
Total	23	431

(Appendix B : Table 2.5.1; 2.5.2)

Exemptions and Exclusions

Under the *Privacy Act*, an individual may only request access to his/her personal information under the control of the institution. When a record or document contains additional information, the *Access to Information Act* is applied. The *Privacy Act* does not apply to personal information available to the public (section 69) or confidences of the Queen's Privy Council with the exception of section 70 which requires consultation with the Privy Council Office.

Sections 18 through 28 of the *Privacy Act* set out the exemptions protecting information pertaining to specific public or private interests, forming the only basis for refusing access to information.

Due to the nature of the information collected by the Canada Council through its programs and activities, exemptions were applied in 21 instances during the current reporting period. Efforts are made to release as much information as possible, respecting the spirit of the *Act*.

In processing privacy requests, responses may include information about another individual that is interwoven with the requester's personal information. Section 26 of the *Privacy Act* sets an exemption to the right of access to personal information about an individual other than the individual who made the request. This is the only cited exemption during this reporting period and was applied 21 times; all related records were partially disclosed. All exemptions invoked are cited when releasing the records, unless doing so would reveal the exempted information or cause injury.

Privacy Act section	Application of exemption and description
26	21 instances of records containing information about another individual

(Appendix B: Table 2.2)

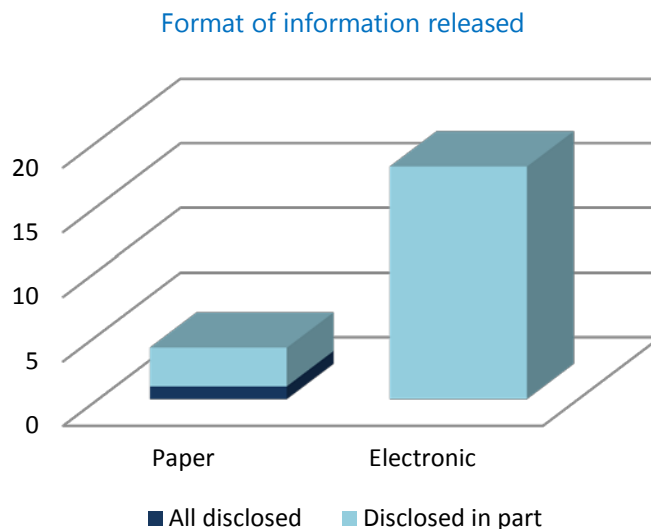
No other exemptions were invoked under the *Privacy Act* during this reporting period. The application of exemptions has been consistent throughout fiscal year 2009-2010 to 2013-2014.

Exclusions were not invoked during this reporting period, nor did the Canada Council exclude information under sections 69 or 70 of the *Privacy Act*. (Appendix B: Table 2.3)

Format of information released

“Format” refers to the method chosen by the applicants to access their documents, including the choice to receive copies of their documents or examine documents at the Canada Council.

The following table highlights the preferred method requesters have chosen to access their records, including the choice to receive copies of their records or to examine the records onsite at the Canada Council, identifying whether copies of the original records were released in whole or in part during fiscal year 2013-2014.



Note: during this reporting period there were 3 instances where no records exist.

(Appendix B: Table 2.4)

82 % of responses were provided electronically using case management software which prepares responses in PDF format. The remaining 18 % of requests were provided as paper copies of responsive records. No other formats were used in response to requests.

During the reporting period consultations, translations into the other official language and legal advice were not required to respond to privacy requests. (Appendix B: Table 2.5.3; 2.7)

PART 3 - Disclosures under subsection 8(2)

Personal information under the control of a government institution may be disclosed under certain terms in accordance with subsection 8(2) of the *Privacy Act*.

- Section 8(2)(e) allows disclosure for the purpose of enforcing any law of Canada or a province or to carry out a lawful investigation.
- Section 8(2)(m) allows for the disclosure of personal information where the public interest in the disclosure clearly outweighs any invasion of privacy or the disclosure would clearly benefit the individual to whom the information relates.

In 2013-2014 there were no disclosures of personal information pursuant to those provisions of the *Privacy Act*. (Appendix B: Part 3)



PART 4 - Requests for correction of personal information and notations

Under the *Privacy Act*, as per section 12(2), individuals have the right to request corrections or have a notation added to any personal record under the control of a government institution. The right of access and to request correction may be limited under certain conditions set forth in the Act. The Privacy Regulations contain procedures related to the correction of personal information collected, used and disclosed by government institutions.

The Canada Council received 1 request to correct personal information; the correction was accepted. (Appendix B: Part 4)

PART 5 - Extensions

Section 14 of the Act obliges federal institutions to respond to requests within 30 days of receipt. A federal institution may be entitled to an extension of that time limit by a maximum of 30 days, if meeting the original time limit would unreasonably interfere with the institution's operations, or if consultations are necessary to comply with the request and they cannot reasonably be completed within the original time limit. (*Privacy Act* section 15)

The Canada Council has 30 calendar days to respond to a request. Extensions are limited to an additional 30 calendar days under the *Privacy Act* and the reasons are limited to subsections 15(a)(i) interference with operations, 15(a)(ii) consultations with other parties, or 15(b) translation or conversion.

No extension for privacy requests were invoked during the 2013-2014 fiscal year. (Appendix B: Table 2.6.2; 5.1; 5.2)

Deemed refusals

Statutory deadlines were met for all 26 requests during the 2013-2014 fiscal year. Workload and consultations did not impact the Canada Council's ability to meet the deadlines for these requests. 5 requests were carried forward into fiscal year 2014-2015. (Appendix B: Table 2.6.1)

PART 6 - Consultations received from other institutions and organizations

When other institutions receive privacy requests that include information originating from the Canada Council, the ATIP Office assists that institution in processing the request by reviewing and providing recommendations on the disclosure of records in collaboration with sources within the Canada Council. (Appendix B: Table 6.1)

Recommendations and completion time (government institutions)

The Canada Council did not receive consultations from other government institutions subject to the *Privacy Act* during this fiscal year and as a result there are no recommendations or completion times to report. In addition, no outstanding consultations from the previous fiscal year were carried forward, nor are any consultations carried over to the next reporting period. (Appendix B: Table 6.2)

Recommendations and completion time (organizations)

The Canada Council did not receive recommendations for consultations from other organizations subject to the *Privacy Act* during this fiscal year and as a result there are no recommendations or completion times to report. In addition, no outstanding consultations from the previous fiscal year were carried forward, nor are any consultations carried over to the next reporting period. (Appendix B: Table 6.3)

PART 7 - Consultations on Cabinet confidences

Privacy requests during the fiscal year 2013-2014 did not require consultations on Cabinet confidences with the Privy Council Office on the application of section 70 of the *Act*. (Appendix B: Part 7)



PART 8 - Resources related to the *Privacy Act*

Human Resources

The resources of the ATIP Office consist of 2 full-time employees dedicated part-time to privacy activities (38 %). (Appendix B: Table 8.2)

This figure excludes the time spent by the employees of the other Canada Council divisions on the processing of personal information requests as well as the time and other resources that were involved in the implementation measures to protect the privacy of the Canada Council's employees, applicants and other Canadians. Canada Council program staff participated in identifying and supplying relevant records to the ATIP office for the requests reported.

Privacy Impact Assessments (PIA)

The PIA process is used to identify, assess and mitigate risks associated with the collection and administrative use of personal information for new or modified Canada Council programs or activities.

No Privacy Impact Assessments (PIAs) were completed during this reporting period (Appendix A).

Costs

The Canada Council invested a total of \$87,020 in the management of the *Privacy Act*. Salary costs related to the administration of the Act account for \$53,410 and goods and services costs (expenses other than salaries and overtime) account for \$9,810. (Appendix B: Table 8.1)

1 professional service contract was undertaken to review and develop Personal Information Banks (PIBs). The value of the contract was \$23,800.

Privacy Policies, Guidelines and Procedures

Under the *Privacy Act*, the Treasury Board President is the designated Minister responsible for preparing policy instruments concerning the operation of the *Act* and its Regulations. The *Privacy Act* establishes that policy and guidelines are the appropriate vehicles for supporting its administration.

Internally, privacy reports and recommendations were provided to program activities on a regular basis.

Information Sharing Activities

No information sharing activities occurred during fiscal year 2013-2014. These activities involve the disclosure or exchange of personal information collected and held by the Canada Council and shared with another institution. The *Privacy Act* imposes standards related to the collection, use and disclosure of personal information.

Training and Awareness Initiatives for Canada Council for the Arts Employees

No new information training sessions were provided during this fiscal year. However, training sessions are under development during this reporting period (2013-2014). The website describes the ATIP Office's roles and responsibilities and provides information on the *Privacy Act*.

To raise awareness and understanding "Information about Privacy" is provided on the Canada Council's website.

The ATIP Coordinator supports information sharing, serving as a consultative source for contracts and Memorandum of Understanding ensuring privacy principles are addressed. In addition, the ATIP Office counseled on specific privacy issues through one-on-one meetings.



To assist the Canada Council to proactively release information to the public, the ATIP office provides informal assistance and maintains a presence on the Canada Council's intranet site.

Personal Information Banks / Classes of Personal Information

No new Personal Information Banks (PIB) or Classes of Personal Information have been identified during this reporting period.

Creation and registration of personal information banks (PIBs) are a requirement under the *Privacy Act*. PIBs describe the organization and retrieval of personal information by name or identification number assigned to an individual. PIBs also describe the administrative purpose the personal information serves and are published annually in *Info Source*.

Personal information not used administratively or not retrievable by a personal identifier are identified as "Classes of Personal Information" accounting for all personal information government institutions hold.

Complaints, Investigations and Reviews to the Federal Court

A requester may file a complaint with the Office of the Privacy Commissioner (OPC) for any number of reasons such as delays in responding to the request, exemptions and/or exclusions invoked, incomplete responses, missing information and so on.

During 2013-2014, no complaints related to the *Privacy Act* were undertaken with the OPC. No complaints were received in relation to sections 4 to 8 of the *Act* – privacy breaches.

If an investigation had been conducted and the conclusion was that the OPC's refusal to provide information was valid, the requester has the right to apply to the Federal Court for review. The application must be filed within 45 days after the Privacy Commissioner has reported the results of the investigation to the requester. No key issues were raised since no Privacy complaints or investigations occurred during the reporting period.

No applications or appeals were submitted to the Federal Court or the Federal Court of Appeal during fiscal year 2013-2014.

Reporting Requirements - Reviews and Recommendations

The Treasury Board of Canada Secretariat is responsible for monitoring compliance with the *Policy on Access to Information* and the *Policy on Privacy Protection*.

During this reporting period, the ATIP Office prepared the Canada Council *Info Source* chapter. The primary purpose of *Info Source* is to assist individuals in exercising their rights under the *Access to Information Act* and the *Privacy Act*, providing private individuals and federal government employees (current and former) with the information required to access their personal information held by Government institutions subject to the *Privacy Act*. This chapter facilitates access to information regarding Canada Council activities and is aligned with the Canada Council's Program Activity Architecture. Under this approach, all classes of records and personal information banks are directly linked to the relevant institutional program and/or activity.

There were no additional recommendations raised by other Agents of Parliament during fiscal year 2013-2014.

The Canada Council met its reporting obligations on the administration of the *Privacy Act* for the reporting period, by preparing and submitting, according to requirements, the:

- Annual reports to Parliament



- Annual statistical reports
- Annual review and update of institutional Info Source chapter

June 2014



Appendices

Appendix A

Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
Canada Council for the Arts	nil

Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
Canada Council for the Arts	The Canada Council for the Arts did not complete any PIAs during this reporting period.

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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



Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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

Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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



Appendix B: Statistical Report on the Privacy Act



Statistical Report on the Privacy Act

Name of institution: Canada Council for the Arts

Reporting period: 4/1/2013 to 3/31/2014

PART 1 – Requests under the Privacy Act

	Number of Requests
Received during reporting period	27
Outstanding from previous reporting period	4
Total	31
Closed during reporting period	26
Carried over to next reporting period	5

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	0	1	0	0	0	0	0	1
Disclosed in part	18	3	0	0	0	0	0	21
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	1	0	0	0	0	0	3
Request abandoned	1	0	0	0	0	0	0	1
Total	21	5	0	0	0	0	0	26

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)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	21
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)(a)	0	70(1)(d)	0
69(1)(b)	0	70(1)(b)	0	70(1)(e)	0
69.1	0	70(1)(c)	0	70(1)(f)	0
				70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	1	0	0
Disclosed in part	3	18	0
Total	4	18	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	62	62	1
Disclosed in part	415	369	21
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	1

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	1	62	0	0	0	0	0	0	0	0
Disclosed in part	21	369	0	0	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
Abandoned	1	0	0	0	0	0	0	0	0	0
Total	23	431	0	0	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	1	1
Disclosed in part	0	0	21	0	21
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	1	1
Total	0	0	21	2	23

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 subsection 8(2)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Total
0	0	0



PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	1
Requests for correction accepted	1
Requests for correction refused	0
Notations attached	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	0	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	0	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	0	0
Total	0	0	0	0



PART 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

Consultations	Other government 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 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	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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							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	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 8 – Resources related to the Privacy Act

8.1 Costs

Expenditures		Amount
Salaries		\$53,410
Overtime		\$0
Goods and Services		\$33,610
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$23,800	
• Other	\$9,810	
Total		\$87,020

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.77	0.00	0.77
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	0.77	0.00	0.77



Appendix C: Delegation Order



Canada Council for the Arts / Conseil des arts du Canada

**Access to Information Act
and
Privacy Act
Designation Order**

**Arrêté sur la délégation en vertu de la
Loi sur l'accès à l'information
et
la Loi sur la protection des renseignements
personnels**

The Director and CEO of the Canada Council for the Arts, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Director and CEO as the head of Canada Council for the Arts, under the provisions of the Act and related regulations set out in the schedule opposite each position.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le directeur et chef de la direction du Conseil des arts du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont le directeur et chef de la direction est, en qualité de responsable du Conseil des arts du Canada, investi par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste.

This designation replaces all previous delegation orders.

Le présent document remplace et annule tout arrêté antérieur.

Feb. 7, 2014
Date


Director and CEO / Directeur et chef de la direction



Delegation of Powers, Duties and Functions Pursuant to
Section 73 of the *Privacy Act*



Privacy Act Delegation		Position/Title*		
HEAD OF THE INSTITUTION:		DIRECTOR & CEO		
Section	Description	Director, CFO Finance & Administration	ATIP Coordinator	ATIP Administrator
8(2)(j)	Disclosure for research and statistical purposes	✓	✓	✓
8(2)(m)	Disclose personal information in the public interest or in the interest of the individual	✓	✓	
8(4)	Copies of requests under 8(2)(e) to be retained	✓	✓	✓
8(5)	Notice of disclosure under paragraph 8(2)(m)	✓	✓	
9(1)	Record of disclosures	✓	✓	✓
9(4)	Consistent uses	✓	✓	
10	Personal information banks	✓	✓	✓
11(a)	Publish annually an index of all personal information banks and their respective contents	✓	✓	✓
11(b)	Publish annually an index of all personal information held by the institution which is not part of a bank	✓	✓	✓
14(a)	Notice where access requested	✓	✓	
14(b)	Giving access to the record	✓	✓	
15	Extension of time limits	✓	✓	✓
16	Access refused	✓	✓	
17(2)(b)	Language of access	✓	✓	✓
17(3)(b)	Access in an alternate format	✓	✓	✓
Exemption Provisions of the <i>Privacy Act</i>				
18(2)	Exempt banks – Disclosure may be refused	✓	✓	
19	Exemption – Personal information obtained in confidence	✓	✓	
20	Exemption – Federal-provincial affairs	✓	✓	
21	Exemption – International affairs and defence	✓	✓	
22	Exemption – Law enforcement and investigation	✓	✓	
22.3	Exemption – <i>Public Servants Disclosure Protection Act</i>	✓	✓	
23	Exemption – security clearances	✓	✓	
24	Exemption – individuals sentenced for an offence	✓	✓	
25	Exemption – safety of individuals	✓	✓	
26	Exemption – information about another individual	✓	✓	
27	Exemption – solicitor-client privilege	✓	✓	
28	Exemption – medical record	✓	✓	
Other Provisions of the <i>Privacy Act</i>				
31	Receive notice of investigation by the Privacy Commissioner	✓	✓	
33(2)	Right to make representation	✓	✓	✓
35(1)(b)	Notice of actions to implement recommendations of Commissioner	✓	✓	
35(4)	Access to be given	✓	✓	
36(3)	Report of findings of investigation (exempt bank)	✓	✓	



37(3)	Report of findings and recommendations (compliance review)	✓	✓	
47	Burden of proof	✓	✓	
51(2)(b)	Special rules for hearings	✓	✓	
51(3)	Ex parte representations	✓	✓	
70	Cabinet confidences	✓	✓	
72(1)	Report to Parliament	✓	✓	✓
Privacy Regulations				
7	Retention for specific time	✓	✓	✓
9	Reasonable facilities and time provided to examine personal information	✓	✓	✓
11(2)	Notifications that correction of personal information has been made	✓	✓	✓
11(4)	Notification of refusal to correct personal information	✓	✓	
13(1)	Disclosure of personal information relating to medical information to physical or mental health to qualified practitioner or psychologist for an opinion on whether to release information to the requester	✓	✓	
14	Disclosure of personal information relating to physical or mental health may be made to a requester in the presence of a qualified medical practitioner or psychologist	✓	✓	

* Includes acting appointments and assignments to these positions made pursuant to the *Public Service Employment Act* and regulations.

✓ position designated to exercise the powers and perform the duties and functions of the Head of the Institution under the section(s) of the Act.