



Canada Council
for the Arts

Conseil des arts
du Canada

2014-15
Annual Report
on the
Privacy Act

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



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Report on the *Privacy Act*

1 Introduction

The *Privacy Act*, (the *Act*) provides Canadian citizens and permanent residents with the right of access to and correction of personal information about themselves that is under the control of a government institution. The *Act* also provides the legal framework for the collection, retention, use, disclosure, disposition and accuracy of personal information in the administration of programs and activities by government institutions subject to the *Act*.

Under the *Privacy Act*, personal information is defined as “information about an identifiable individual that is recorded in any form.” Examples include information relating to the race, national or ethnic origin, colour, religion, age or marital status of an individual; the education or the medical, criminal, financial or employment history of an individual; the address, fingerprints or blood type of an individual; and any identifying number, symbol or other particular identifier assigned to an individual. The Canada Council is committed to protecting the privacy of individuals with respect to the personal information that is under its control by limiting its interventions into the private lives of Canadians to lawful and necessary purposes, and ensuring privacy protection.

This report is prepared and tabled in Parliament in accordance with Section 72 of the *Privacy Act*. This report describes how, during this reporting period, April 1, 2014, to March 31, 2015 (2014-15), the Canada Council for the Arts (Canada Council) fulfilled its privacy responsibilities.

2 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's prizes and fellowships celebrate creativity by recognizing 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, and via the web and partners, works to make the collection accessible to all Canadians.

The Canada Council is governed by an 11-member Board. Members of the Board and the Director/CEO of the Canada Council are appointed by the Governor in Council for fixed terms. The Canada Council firmly believes in peer assessment for attributing public funds to advance the arts – more than 650 artists and arts professionals from across the country serve annually as peer assessors.

The Council works in close co-operation with federal, provincial/territorial and municipal cultural agencies and departments. The Canada Council reports to Parliament through the Minister of Canadian Heritage.

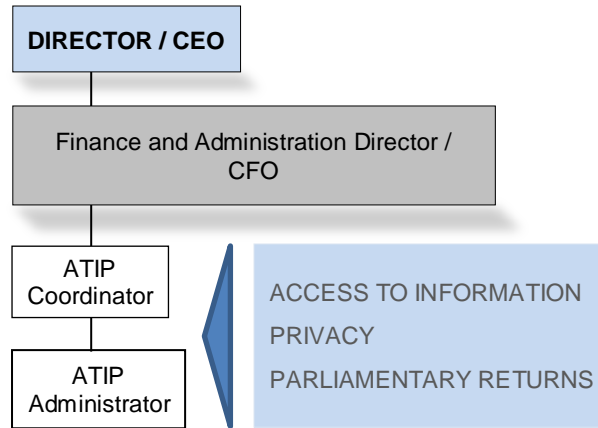
For more information about the Canada Council, visit www.canadacouncil.ca.

3 How the Canada Council for the Arts fulfills its Responsibilities

The Access to Information and Privacy (ATIP) Office is part of the Finance and Administration Division headed by a Director/CFO. The ATIP Office coordinates responses to privacy requests, access to information requests and is also responsible for responding to Parliamentary Returns for the Canada Council.

To fulfill the Canada Council's obligations under the *Access to Information Act* and the *Privacy Act*, the ATIP Office has two full-time positions, one ATIP Coordinator and one ATIP Administrator. The ATIP Office work ranges from processing access to information requests to carrying out consultations with government institutions or third parties, and responding to calls and informal requests for information, contributing to Info Source, preparing the annual report to Parliament and collecting statistics.

This office also provides advice to Canada Council employees as they fulfill their obligations under the *Access to Information Act* and the *Privacy Act*.



4 Delegation of Authority

The head of the institution may decide to delegate specific powers, duties and functions of the administration of the *Privacy Act*. The delegation order defines which position(s) have the appropriate capacity to fulfill the duty, pursuant to section 73 of the *Act* and related regulations. Once an order is signed, the powers, duties or functions that have been delegated may only be exercised or performed by the head of the institution or by the named officer(s) or employee(s). Delegates are accountable for any decisions they make. Ultimate responsibility, however, still rests with the CEO/Director.

The Director/CEO of the Canada Council for the Arts has delegated most of the responsibilities set out in the *Privacy Act* to the Director/CFO, ATIP Coordinator and specific responsibilities to the ATIP Administrator.

The approved ATIP Acts delegation order can be found in Appendix C.

5 Statistical Report

The statistical report is an accounting of Canada Council activities related to the administration of the *Privacy Act*. It is intended to provide up-to-date statistics and express trends on the administration of the legislation.

This report is made public on an annual basis in the *Info Source Bulletin* and is included with the annual reports on access to information and privacy, which are tabled in Parliament.

The Canada Council's 2014–15 statistical report on the *Privacy Act* is provided in Appendix B.

Interpretation of the Statistical Report for Requests

In 2014-15, the Canada Council received a total of 20 new requests under the *Privacy Act* representing a decrease of 7 requests (26%) from last year's total of 27. In addition to the new requests, 5 requests were still being processed at the end of 2013–14 and were carried forward into this reporting period. No requests were carried forward into the 2015-16 reporting period.

(Appendix B: Part 1)

No requests were redirected to other federal institutions in 2014-15.



FOUR-YEAR TREND: CANADA COUNCIL'S PRIVACY REQUESTS

FISCAL YEAR	REQUESTS		NUMBER OF PAGES		ON-TIME COMPLIANCE RATE
	RECEIVED	COMPLETED	PROCESSED	RELEASED	
2014-15	20	25	248	248	100%
2013-14	27	26	477	431	100%
2012-13	15	1	578	578	100%
2011-12	20	19	479	479	100%

TREND

Over a 4 year period, there is an average of 20 Privacy requests annually. The results of the 2014-15 reporting period fall within the four year average.

The Canada Council continues to respond to requests on time and in compliance with the *Privacy Act*. (Appendix B: Table 2.1)

The primary requesters of information under the *Privacy Act* are applicants to Canada Council's Killam Research Fellowships and Killam Prizes, seeking access to assessments of their applications. The Canada Council encourages these requests enabling individuals to review written assessments. The Canada Council's peer assessment process is the cornerstone of the Canada Council's funding decisions. Individual assessors with specialized expertise support and complement the work of peer assessment committees.

Source: Peer Assessment: How the Council Makes its Decisions

Generally, privacy requests are carried forward due, in part, to the timing of the Killam Fellowships and Prizes decisions which occurs towards the end of each reporting period.

Exemptions Invoked

The *Privacy Act* allows, and in some instances requires, that some personal information, such as information related to law enforcement investigations, information about other individuals or information that is subject to solicitor-client privilege, be exempted and not released.

In 2014-15, the Canada Council invoked 1 exemption 20 times as per specific sections of the *Privacy Act* as follows:

- Section 26: Exempting personal information about individuals other than the requester (20)
- No other exemptions were invoked under the *Privacy Act* during this reporting period.

TREND

The application of exemptions has been consistent throughout the 2011-12 to 2014-15 reporting periods. The Canada Council experiences requests for personal information that, when reviewed for disclosure, include information about another individual that is interwoven with the requester's personal information. This is due to the nature of the information collected by the Canada Council through its programs and activities, including the peer assessment process.

Source: Peer Assessment: How the Council Makes its Decisions

The application of section 26 - records contain information about another individual - has been consistent throughout 2011-12 to 2014-2015.

(Appendix B: Table 2.2)

Exclusions Invoked

The *Privacy Act* does not apply to information that is already publicly available, such as government publications and material in libraries and museums. It also excludes material such as Cabinet confidences. The Supreme Court of Canada has recognized that Cabinet confidentiality is essential to good government. To preserve this rule of confidentiality, subsection 70(1) of the *Privacy Act* provides that the Act does not apply to confidences of the Queen's Privy Council for Canada. Pursuant to paragraph 70(3)(a), confidences that have been in existence for more than 20 years cannot be excluded under subsection 70(1) of the Act. After that time, information in the record becomes subject to the Act and may be released subject to any applicable exemptions. ATIP offices within government institutions are required to consult in all instances where information that may qualify as a Cabinet confidence has been identified in response to a request under the Act.

Exclusions were not invoked during this reporting period, nor did the Canada Council exclude information under sections 69 (personal information available to the public) or 70 (confidences of the Queen's Privy Council) of the *Privacy Act*.
(Appendix B: Table 2.3; Part 7)

Disclosures under Paragraph 8(2) and 8 (5)

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 2014-2015 there were no disclosures of personal information pursuant to those provisions of the Privacy Act. (Appendix B: Part 3)

FOUR-YEAR TREND: DISCLOSURE UNDER SUBSECTIONS 8(2) AND 8 (5) OF THE *PRIVACY ACT* BY THE CANADA COUNCIL

REPORTING PERIOD	PRIVACY ACT PARAGRAPH			TOTAL
	8(2)(e)	8(2)(m)	8(5)	
2011-12	0	0	-	0
2012-13	0	0	-	0
2013-14	0	0	-	0
2014-15	0	0	0	0

(Appendix B: Part 3)

TREND

The application of exemptions has been consistent throughout fiscal year 2011-12 to 2014-15. In processing privacy requests, responses may include information about another individual that is interwoven with the requester's personal information. This is due to the nature of the information collected by the Canada Council through its programs and activities.



Disposition of Completed Requests

The disposition or disclosure of information under a Privacy request is classed as one of the following: All disclosed, Disclosed in part, All exempted, All excluded, Request abandoned, or Neither confirmed nor denied. Following the necessary consultations, exemptions and/or exclusions are cited on the requested information prior to release.

TWO-YEAR TREND: DISPOSITION OF PRIVACY REQUESTS COMPLETED BY THE CANADA COUNCIL

DISPOSITION OF COMPLETED REQUESTS	REQUESTS AS PERCENTAGE		NUMBER OF REQUESTS		RELEVANT PAGES DISCLOSED BY REQUESTS	
	2014–15	2013–14	2014–15	2013–14	2014-15	2013-14
All disclosed	0 %	4 %	0	1	0	62
Disclosed in part	100 %	80 %	25	21	248	369
All exempted	0 %	0 %	0	0	0	0
All excluded	0 %	0 %	0	0	0	0
No records exist	0 %	12 %	0	3	0	0
Request abandoned	0 %	4 %	0	1	0	0
Total	100 %	100 %	25	26	248	431

TREND

All requests (100%) in 2014-15 were disclosed in part and averaged 5 pages each. (Appendix B: Table 2.5.1; 2.5.2) When compared to the previous reporting period, 4% were all disclosed, no records existed in 12% of the cases and 4% were abandoned. In previous years, each request averaged 16 pages (31% more pages) than in the current reporting period.

The Canada Council continues to disclose the majority of the information requested “in part”. This is due to the content of the information released which contains personal information about another individual in the context of the Canada Council external peer assessment. Information of a personal nature and that identifies another individual is not released in accordance with section 26 of the *Privacy Act*.

Completion Time and Extensions

The legislation sets timelines for responding to the privacy requests and allows for extensions when responding to the request requires review of a large amount of information, extensive consultations with other organizations or for translation purposes.

In 2014–15:

- 25 requests were completed, with information disclosed in accordance with the provisions of the legislation and within the prescribed time limits. There were no deemed refusals to report for this period. (Appendix B: Table 2.2; Part 2.6). Statutory deadlines were met.
- the Canada Council did not apply for extensions to the prescribed time limits to consult with other government institutions. (Appendix B: Table 2.6.1; Part 5)
- 100% of responses were provided electronically. No other formats were used when responding to requests. (Appendix B: Table 2.4; 5.1)
- 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; 5.1)
- other complexities such as consultations, legal advice or interwoven information did not affect the disclosure of information (Appendix B: Table 2.2; 2.5.3; 7.1)
- the Canada Council did not consult for Cabinet Confidences, and as a result did not engage legal services or interact with Privy Council for Privacy requests. (Appendix B: Table 2.5.3; Part 7: 7.1; 7.2)

FOUR-YEAR TREND: COMPLETION TIME AND EXTENSIONS FOR REQUESTS PROCESSED BY THE CANADA COUNCIL

FISCAL YEARS	NUMBER OF REQUESTS	COMPLETION TIME (in days)		
		1 to 15	16 to 30	Over 31
2014-15	25	20 (80%)	5 (20%)	0 (0%)
2013-14	26	21 (81%)	5 (19%)	0 (0%)
2012-13	12	11 (92%)	0 (0%)	1 (8%)
2011-12	19	18 (95%)	1 (5%)	0 (0%)
Total	82	70 (85%)	11 (14%)	1 (1%)

TREND

The application of exemptions has been consistent throughout fiscal year 2011-12 to 2014-15. In processing privacy requests, responses may include information about another individual that is interwoven with the requester's personal information. This is due to the nature of the information collected by the Canada Council through its programs and activities.

Source: Peer Assessment: How the Council Makes its Decisions

The trend for disclosing information in accordance with the provisions of the *Act* and prescribed timelines is comparable for the previous 4 reporting periods. Generally, these requests are processed in 1 to 15 days.

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.

The majority of records created, are created electronically, in formats such as: email, documents, spreadsheets, presentations, databases, that can be stored in electronic devices and/or hard drives and servers. Fewer paper records exist.

Resources

During 2014–15, the ATIP Office incurred \$35,040 in salary costs to ensure appropriate implementation of the *Privacy Act*. In addition, the costs of operating the ATIP Office in terms of the *Privacy Act* were calculated to be \$2,500 which includes software maintenance fees. The Canada Council invested a total of \$37,540 in the management of the *Privacy Act*. These values are determined by the volume of requests for the 3 areas of delegated responsibility during the reporting period.

(Appendix B: Part 10: 10.1; 10.2)

No professional service contracts were entered into for the purposes of the administration of the *Act*. No direct monitoring was conducted during the reporting period concerning:

- the time to process Privacy requests (the process requires internal consultations, record reviews, application of exemptions and/or exclusions and preparation of released records).
- frequency (based on 25 Privacy requests processed during the current reporting period, it is estimated that the Canada Council receives 1 request every 10 working days).
- level of officials advised (the ATIP Office consults with various sections and levels of personnel when an Privacy request is received – when requests are consider sensitive, senior management is advised prior to release).

These costs do not include resources expended by the Canada Council program areas to meet the requirements of the *Act*.

6 Other Requests

During this period, no consultations were received from other Government of Canada institutions or other organizations involving Canada Council records or issues under the *Privacy Act*. (Appendix B: Part 6: 6.1; 6.2; 6.3)

Individuals have the right to request corrections or have a notation added to any personal record under the control of a government institution under the *Privacy Act*, as per section 12(2). 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. (Appendix B: Part 4)

The Canada Council received 5 requests to correct personal information; the correction was accepted. This is an increase from previous reporting periods. Although the ATIP Office receives requests for corrections, the Registry section is responsible for ensuring the information is updated. Upon completion, the ATIP Office advises the requester that actions have been implemented. (Appendix B: Part 4)

FOUR-YEAR TREND: DISPOSITION OF CORRECTION REQUESTS RECEIVED BY THE CANADA COUNCIL

REPORTING YEARS	NOTATIONS ATTACHED	REQUESTS FOR CORRECTION ACCEPTED	TOTAL
2014-15	0	5	5
2013-14	0	1	1
2012-13	0	3	3
2011-12	0	3	3

TREND

The Canada Council has received few requests for corrections to personal information in its holdings over a 4 year period.

7 Education and Training

The ATIP Office is committed to providing ongoing development and training to Canada Council's employees.

The ATIP Office conducted five open ATI information training sessions, which includes a Privacy component, for Canada Council employees during this reporting period; 82 of approximately 235 employees attended the bilingual sessions. The session is designed to ensure that employees are aware of their roles and responsibilities related to Privacy requests accounted for in this report.

ATIP TRAINING PROVIDED BY THE ATIP OFFICE TO CANADA COUNCIL EMPLOYEES IN 2014-15

MONTH/YEAR	NUMBER OF ATTENDEES
June 2014	33
September 2014	8
October 2014	12
November 2014	9
February 2015	20

The ATIP Office continually provides advice and guidance on the provisions of the legislation to management and is consulted regularly on privacy issues and concerns.

The Canada Council ATIP Office was invited to become a member of the ADM ATIP Committee, a senior level committee which meets quarterly to provide strategic and collaborative leadership to facilitate effective, well-coordinated, and proactive management of the ATIP program across the Government of Canada.



8 Policies, Guidelines, Procedures and Initiatives

The Canada Council for the Art's Code of Ethics and Personal Information Policy make reference to the *Privacy Act*.

As in past years, the ATIP Office promotes its ATIP obligations by acting as a source of expertise for Canada Council officials, providing advice and guidance on the provisions of the legislation. The ATIP Office was consulted regularly on the disclosure and collection of data on a wide range of subjects, and provided advice to ensure transparency and compliance with the legislation. This included the following practices:

- Grant applications
- Peer assessment
- Identification collection for purposes of eligibility
- Legislated uses of the Social Insurance Number
- Cloud computing
- Consent
- Web analytics
- Social media
- Electronic signatures

9 Complaints, Investigations and Federal Court Cases

In 2014–15, requesters did not file any complaints with the Privacy Commissioner.

TREND

This trend is consistent for the past 4 years. (Appendix B: Part 8)

10 Privacy Impact Assessments

No Privacy Impact Assessments (PIAs) were completed in 2014–15. (Appendix B: Part 9)

The Canada Council continues to ensure that its use of Web analytics is in compliance with the [Web Analytics Privacy Impact Assessment Report](#) of the Treasury Board of Canada Secretariat. The PIA establishes 5 recommendations to mitigate risk associated with web analytics.

11 Privacy Breaches

The Canada Council is committed to protecting the privacy of individuals with respect to the personal information that is under its control and recognizes this is an essential element in maintaining public trust. It involves improper or unauthorized collection, use, disclosure, retention or disposal of personal information as defined in the Act.

No privacy breaches occurred or were reported during this reporting period.

12 Information Holdings

Info Source: Sources of Federal Government and Employee Information provides information about the functions, programs, activities and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*. It provides individuals and employees of the government (current and former) with relevant information to access personal information about them held by government institutions subject to the *Act* and to exercise their rights under the *Privacy Act*.

To meet its ATIP reporting obligations on the administration of the *Privacy Act*, the Canada Council, in this reporting period, prepared and submitted, according to requirements:

- Annual reports to Parliament;
- Annual statistical reports;
- Annual review and update of its Info Source chapter.



**Appendix A:
Statistical Report on the Privacy Act**



Statistical Report on the Privacy Act

Name of institution: Canada Council for the Arts

Reporting period: 2014-04-01 to 2015-03-31

Part 1: Requests Under the Privacy Act

	Number of Requests
Received during reporting period	20
Outstanding from previous reporting period	5
Total	25
Closed during reporting period	25
Carried over to next reporting period	0

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	0	0	0	0	0	0	0
Disclosed in part	15	5	0	0	0	0	0	20
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	5	0	0	0	0	0	0	5
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	20	5	0	0	0	0	0	25



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	20
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)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	20	0
Total	0	20	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	0	0	0
Disclosed in part	248	248	20
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	248	248	20



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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	20	248	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
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	20	248	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	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

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 Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	5
Total	5

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 of Canada institutions and other organizations

Consultations	Other Government of Canada 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 of Canada 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	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	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	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	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

7.1 Requests with Legal Services

Number of Days	Fewer 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
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

7.2 Requests with Privy Council Office

Number of Days	Fewer 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
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



Part 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0
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Part 10: Resources Related to the Privacy Act

10.1 Costs

Expenditures	Amount
Salaries	\$35,040
Overtime	\$0
Goods and Services	\$2,500
• Professional services contracts	\$0
• Other	\$2,500
Total	\$37,540

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.66
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.66

Note: Enter values to two decimal places.



Appendix B: Delegation Order



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

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.

This designation replaces all previous delegation orders.

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

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.

Le présent document remplace et annule tout arrêté antérieur.

27-6-2014

Date



Director and CEO / Directeur et chef de la direction



SCHEDULE A:
Section of the Privacy Act Delegated



		<i>Privacy Act Delegation</i>		
		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 Privacy Act				
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 Privacy Act				
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.



References

<i>Access to Information and Privacy Requests</i>	http://canadacouncil.ca/council/transparency/access-to-information-and-privacy-acts
<i>Completed access to information requests</i>	http://canadacouncil.ca/council/transparency/proactive-disclosure/completed-access-to-information-requests
<i>Info Source Bulletin</i>	http://canadacouncil.ca/council/transparency/access-to-information-and-privacy-acts
<i>Info Source publications</i>	http://www.infosource.gc.ca
<i>Sources of Federal Government and Employee Information</i>	http://www.infosource.gc.ca/emp/emptb-eng.asp