



Canada Council
for the Arts

Conseil des arts
du Canada

Privacy Act

ANNUAL REPORT 2015-16

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



TABLE OF CONTENTS

Report on the *Privacy Act*

1	Introduction	1
2	Canada Council for the Arts Mandate	1
3	How the Canada Council for the Arts fulfills its Responsibilities	2
4	Delegation of Authority	2
5	Statistical Report	2
	Interpretation of the Statistical Report (Appendix A)	3
	Exemptions Invoked	3
	Exclusions Invoked	4
	Disclosures under Paragraph 8(2) and 8 (5)	4
	Disposition of Completed Requests	5
	Completion Time and Extensions	5
	Resources	6
6	Other Requests	7
7	Education and Training	8
8	Policies, Guidelines, Procedures and Initiatives	8
9	Complaints, Investigations and Federal Court Cases	9
10	Privacy Impact Assessments	9
11	Privacy Breaches	9
12	Information Holdings	9
	Appendix A: STATISTICAL REPORT ON THE <i>PRIVACY ACT</i>	i
	Appendix B: DELEGATION ORDERS	viii
	Schedule A: SECTIONS OF THE <i>PRIVACY ACT</i> DELEGATED	ix
	References	xi

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 gender, language, race, national or ethnic origin, citizenship status, colour, religion, age or marital status of an individual; the education or the medical, financial or employment history of an individual; the name and contact information of an individual; opinions or views about 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, 2015, to March 31, 2016 (2015-16), 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, services and prizes to professional Canadian artists and arts organizations. As a result, Canadians across the country have access to the arts in their communities. The Council's grant decisions are based on the recommendations of peer assessment committees, made up of artists and arts professionals from all parts of Canada.

The Council raises public awareness and appreciation of the arts through its communications, research and arts promotion activities. Its prizes and fellowships celebrate creativity by recognizing exceptional Canadians in the arts, humanities and sciences.

The Canadian Commission for UNESCO is part of the Council.

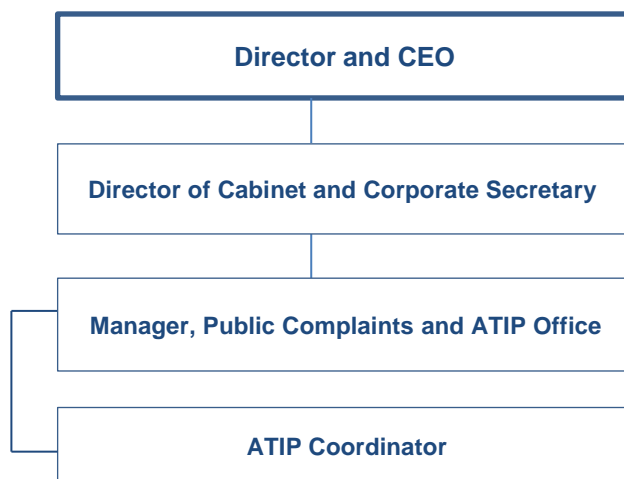
The Council is governed by an 11-member Board. Members of the Board and the Director/CEO are appointed by the Governor in Council. The Council works closely with federal, provincial, territorial and municipal arts and cultural agencies and departments.

As a federal Crown corporation, the Council reports to Parliament through the Minister of Canadian Heritage and Official Languages. The Council receives funding from Parliament and its annual budget is supplemented by endowment income, donations and bequests.

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 was part of the Finance and Administration Division headed by a Director/CFO during the first 2 quarters of this reporting period, following which the ATIP Office was transferred to the Cabinet and Corporate Secretariat under the direction of Director of the Cabinet and Corporate Secretary and the Manager, Public Complaints and the ATIP Office. 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*, responsibilities are with the ATIP Coordinator with the guidance and oversight of the Manager, Public Complaints and ATIP Office. The ATIP Office’s 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 Director and CEO.

See Appendix B and Schedule A for information on designation and delegation.

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*.

The Canada Council’s 2015–16 statistical report on the *Privacy Act* is provided in Appendix A.

Interpretation of the Statistical Report: *Privacy Act*

In 2015-16, the Canada Council received a total of 13 new requests under the *Privacy Act*, representing a decrease of 7 requests (35 %) from last year's total of 20.

- No requests were carried forward into this reporting period.
- No requests are carried forward into the 2016-17 reporting period.
- No requests were redirected to other federal institutions in 2015-16.

(Appendix A: Part 1)

FISCAL YEAR	Five-year trend: PRIVACY REQUESTS				On-Time Compliance Rate
	REQUESTS		NUMBER OF PAGES		
	Received	Completed	Processed	Released	
2015-16	13	13	16,824	3,675	93 %
2014-15	20	25	248	248	100 %
2013-14	27	26	477	431	100 %
2012-13	15	15	578	578	100 %
2011-12	20	19	479	479	100 %

TREND

Over 5 years, the average number of privacy requests received is 19. The results of the 2015-16 reporting period fall below the five year average.

The Canada Council responded to 12 requests on time and in compliance with the *Privacy Act*. In 1 (one) instance the completion extended beyond the deadline due to workload. The request required the review of 16,601 pages of which 3,452 relevant pages were released to the requester. No extension could be applied, however as documents were reviewed copies were provided to the requester. The ATIP Office (2 practitioners) worked overtime to complete the review and release of the relevant information. (Appendix A: Part 2 Table 2.1, 2.5.1; Part 10)

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 2015-16, the Canada Council invoked Section 26 (Exempting personal information about individuals other than the requester) 12 times in accordance with specific sections of the *Privacy Act*. No other exemptions were invoked under the *Privacy Act* during this reporting period.

NOTE: In response to one request it was determined that no records existed.

TREND

The application of section 26 - records contain information about another individual - has been consistent throughout 2011-12 to 2015-16 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
(Appendix A: Part 2 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 A: Part 2 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 2015-16 there were no disclosures of personal information pursuant to those provisions of the *Privacy Act*. (Appendix A: Part 3)

Five-Year Trend: DISCLOSURE UNDER SUBSECTIONS 8(2) AND 8 (5) OF THE *PRIVACY ACT*

REPORTING PERIOD	PRIVACY ACT PARAGRAPH			TOTAL
	8(2)(e)	8(2)(m)	8(5)	
2015-16	0	0	0	0
2014-15	0	0	0	0
2013-14	0	0	0	0
2012-13	0	0	0	0
2011-12	0	0	0	0

TREND

The application of exemptions has been consistent throughout fiscal year 2011-12 to 2015-16.

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 COMPLETED PRIVACY REQUESTS

DISPOSITION OF COMPLETED REQUESTS	REQUESTS AS PERCENTAGE		NUMBER OF REQUESTS		RELEVANT PAGES DISCLOSED	
	2015-16	2014-15	2015-16	2014-15	2015-16	2014-15
All disclosed	0 %	0 %	0	0	0	0
Disclosed in part	77 %	100 %	12	25	3,675	248
All exempted	0 %	0 %	0	0	0	0
All excluded	0 %	0 %	0	0	0	0
No records exist	23 %	0 %	1	0	0	0
Request abandoned	0 %	0 %	0	0	0	0
Total	100 %	100 %	13	25	3,675	248

TREND

12 requests (77 %) in 2015-16 were disclosed in part, and in 1 (one) instance no records existed. Of the 12 requests where documents were provided, 11 of those requests averaged 20 pages each, with the exception of one request where 3,452 pages were provided. (Appendix A: Part 2 Table 2.5.1; 2.5.2)

Where relevant records were provided, in the previous year, each request averaged 10 pages. In the current reporting period (excluding the one anomaly) the average number of pages provided was 20, a 50% increase from the previous reporting period. When the one anomaly of 3,675 pages is included, the average increases to 306 pages per request, a 187 % increase over the previous year.

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

Privacy legislation sets timelines for responding to privacy requests allowing extensions when a request requires reviewing large amounts of information, extensive consultations with other organizations are required, or for translation purposes.

In 2015-16:

- 13 requests were completed, with the exception of one request, information was disclosed in accordance with the provisions of the legislation and within the prescribed time limits.

The volume of documents affected the workload of the ATIP Office in that instance. Documents for that request were released to the requester as they were processed. No extensions were applicable to the request and the requester was informed. The release package of 3,452 pages was completed in 54 days and entailed 86 hours of overtime by 2 ATIP practitioners. (Appendix A: Part 2 Table 2.1; 2.5.3; 2.6.1; 2.6.2, Part 5 Table 5.1).

- the Canada Council did not apply for extensions to the prescribed time limits to consult with other government institutions. (Appendix A: Part 2 Table 2.6.1; Part 5)
- 100% of responses were provided electronically. No other formats were used when responding to requests. (Appendix A: Part 2 Table 2.4; Part 5 Table 5.1)
- translations into the other official language and legal advice were not required to respond to privacy requests. (Appendix A: Part 2 Table 2.5.3; 2.7; Part 5 Table 5.1)
- other complexities such as consultations, legal advice or interwoven information affected the disclosure of information in 1 (one) instance. Information about other individuals was interwoven with the requester’s personal information in which 16,601 pages were reviewed and 3,452 pages were disclosed in part. This is due to the nature of the information collected by the Canada Council through its programs and activities. (Appendix A: Part 2 Table 2.2; 2.5.1; 2.5.3)
- the Canada Council did not consult for Cabinet Confidences, did not engage legal services or interact with Privy Council for Privacy requests. (Appendix A: Part 2 Table 2.5.3; Part 7)

Five-Year Trend: COMPLETION TIME AND EXTENSIONS FOR REQUESTS PROCESSED

FISCAL YEARS	NUMBER OF REQUESTS	COMPLETION TIME (in days)		
		1 to 15	16 to 30	Over 31
2015-16	13	11 (85 %)	1 (8%)	1 (8 %)
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 %)
5 Year Average	19	16 (87 %)	2 (10%)	0.4 (3 %)

TREND

The application of exemptions has been consistent throughout fiscal year 2011-12 to 2015-16. 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.

Including this reporting period, almost all requests are processed in 1 to 15 days.

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

Resources

The Canada Council invested a total of \$65,046 in the management of the *Privacy Act* in 2015-16. This value is determined by analyzing the volume of requests for the 3 areas of delegated responsibility during the reporting period.

During 2015–16, the ATIP Office incurred salary costs of \$61,296 (including overtime for processing 1 request) to ensure appropriate implementation of the *Privacy Act*. In addition, the costs of operating the ATIP Office related to the *Privacy Act* were calculated at \$3,750 which includes software maintenance fees. The resource costs increased this fiscal year due to restructuring of reporting requirements for the ATIP Office. For the period April 1, 2015 up to October 2015, the ATIP Office was under the direction of Finance and Administration with 2 ATIP practitioners. From November 2015 to March 31, 2016 the following positions, under the direction of the Director of Cabinet and Corporate Secretariat, contributed to the operations of the ATIP Office:

- Manager, Public Complaints and ATIP Office
- ATIP Coordinator

(Appendix A: Part 10)

One professional service contract was required for the purposes of the administration of the Act, to provide advice on operations and training for Canada Council employees.

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 13 Privacy requests processed and 12 corrections to personal information) during the current reporting period, it is estimated that the Canada Council receives a privacy related request every 10 working days).
- level of officials advised (the ATIP Office consults with various sections and levels of personnel when a Privacy request is received – when requests are considered 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 A: Part 6)

Individuals have the right to request corrections or have a notation added when they believe there is an error or omission to any personal record under the control of a government institution as per section 12(2) of the *Privacy Act*. 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 A: Part 4)

The Canada Council received 12 requests to correct personal information; each request 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 A: Part 4)

Five-Year Trend: DISPOSITION OF CORRECTION REQUESTS RECEIVED

REPORTING YEARS	NOTATIONS ATTACHED	REQUESTS FOR CORRECTION ACCEPTED
2015-16	0	12
2014-15	0	5
2013-14	0	1
2012-13	0	3
2011-12	0	3
5 Year Average	0	5

TREND

The Canada Council has received 5 requests on average for corrections to personal information in its holdings over a 5 year period.

7 EDUCATION AND TRAINING

The ATIP Office is committed to providing ongoing development and training to Canada Council's employees. With delegated responsibilities, the ATIP Office is responsible for providing this training to employees of the Canada Council.

The ATIP Office conducted 2 open ATIP information training sessions, which includes a Privacy component, for Canada Council employees during this reporting period; 15 of approximately 200 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 to Employees in 2015-16

MONTH/YEAR	NUMBER OF ATTENDEES
June 2015	8
September 2015	7

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.

8 POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

During this reporting period the ATIP Office provided access to information advice for incorporation into Canada Council policies, guidelines or procedural developments as follows:

- 1) Peer assessor names – proactive disclosure: implemented and published to the Canada Council website during this reporting period
- 2) Peer assessment committee results – proactive disclosure of granting decisions implemented and published to the Canada Council website during this reporting period
- 3) Open information and Open data practices: established by Research and Evaluation and Performance Measurement during this reporting period.
- 4) Grant file retention policy – Successful applicant files are now maintained for 20 years in accordance with the *Library and Archives Act*.

9 COMPLAINTS, INVESTIGATIONS AND FEDERAL COURT CASES

No complaints were filed with the Privacy Commissioner. This trend has been consistent for the past 5 reporting periods. (Appendix A: Part 8)

10 PRIVACY IMPACT ASSESSMENTS

No Privacy Impact Assessments (PIAs) were completed in 2015–16. (Appendix A: Part 9)

During this reporting period a Privacy Impact Assessment commenced for the Canada Council's *New Funding Model* and *Arts Tracking System (ATS) portal and process*. This PIA, scheduled to be completed during the 2016-17 reporting period, will be sent to the Office of the Privacy Commissioner for review and comments.

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



Government of Canada / Gouvernement du Canada

Statistical Report on the *Privacy Act*

Name of institution: Canada Council for the Arts

Reporting period: 2015-04-01 to 2016-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	13
Outstanding from previous reporting period	0
Total	13
Closed during reporting period	13
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	10	1	1	0	0	0	0	12
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	11	1	1	0	0	0	0	13

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	12
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	1	11	0
Total	1	11	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	16824	3675	12
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	16824	3675	12

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	10	68	1	155	0	0	1	3452	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	10	68	1	155	0	0	1	3452	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	12	1	13
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	12	1	13

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
1	1	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	1	0	1
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	1	0	1

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	12
Total	12

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							
	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	Total
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
----------------------------	---

Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures		Amount
Salaries		\$57,696
Overtime		\$3,600
Goods and Services		\$3,750
• Professional services contracts	\$0	
• Other	\$3,750	
Total		\$65,046

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.63
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.63

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.

19-9-2015
Date

A handwritten signature in black ink, appearing to read "S. Powell", written over a horizontal line.

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 of Cabinet and Corporate Secretary	Manager, Public Complaints and ATIP Office	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