

Canadian Commercial Corporation
Annual Report to Parliament on the *Privacy Act*
April 1, 2014 – March 31, 2015

1. Introduction

The *Privacy Act* extends to individuals the right of access to information about themselves held by the government, subject to specific and limited exceptions. This *Act* also protects individuals' privacy by preventing others from having access to their personal information and gives individuals substantial control over its collection, use and disclosure. The *Privacy Act* took effect on July 1, 1983.

Section 72 of the *Privacy Act* requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of the *Act* within the institution during each financial year.

The Canadian Commercial Corporation (CCC), a Crown corporation of the Government of Canada, acts as Canada's international contracting and procurement agency. CCC reports to Parliament through the Minister of International Trade under Schedule III Part I of the Financial Administration Act.

CCC connects foreign government buyers with Canadian expertise through the negotiation and execution of government-to-government contracts. The Corporation's strong relationships with international buyers and our access to Canada's innovative industrial base put us in a unique position to facilitate and promote international trade.

The Corporation focuses on areas where there is a clear role for government, operating in sectors outside of World Trade Organization agreements, such as aerospace and defence. We also focus on emerging and developing markets, where governments of other countries may require additional capacity to undertake complex and timely procurements and projects. CCC can operate either as Prime Contractor selling to governments, or as a Procurement Agent sourcing Canadian goods and services on behalf of governments in other countries. The Corporation also procures equipment, supplies and expertise to help the Government of Canada fulfill its in-kind aid contributions worldwide.

2. Structure

The administration of the *Privacy Act* which, due to the size of the Corporation (approximately 140 employees), is a function assumed by Legal Services. The Vice-President, Legal Services, General Counsel & Corporate Secretary is a member of the Corporation's executive committee and is the Access to Information and Privacy Coordinator. The position is supported by a junior Legal Counsel from the Legal Services and available administrative resources.

The Coordinator ensures compliance by the Corporation by processing requests for information in accordance with the legislative obligations, relevant regulations, directives and guidelines of the *Act*.

3. Delegation Order

While there has been no Delegation Order, in accordance with Section 3 of the *Privacy Act*, the President, as the chief executive officer of the Corporation, is the “head” for the purposes of the Act.

4. Statistical Report

The number of requests the Corporation has received over the past several years has been consistently low. In the currently reported fiscal year 2014-2015, CCC received one request under the Act, which was subsequently withdrawn by the requestor. The statistical report is attached for your information as Annex A and will be forwarded to the Treasury Board of Canada, as required.

There were no costs associated with the administration of the *Privacy Act* during the reporting period.

5. Education and Training

The Canadian Commercial Corporation did not conduct any internal training in the currently reported fiscal year 2014-2015 due to lack of staff relative to the operational demands of the Corporation, as well as the consistently low number of requests historically.

6. Policy, Guidelines and Procedures

Our institution did not implement any new and/or revised Privacy Act policies, guidelines or procedures during the reporting period.

7. Complaints and Investigations

During the reporting period, the Canadian Commercial Corporation did not receive notification of any complaints and/or investigations.

8. PIA (Privacy Impact Assessment)

The Canadian Commercial Corporation did not complete any PIAs during the reporting period.

9. Disclosure of Personal Information pursuant to paragraph 8(2)(m).

During the reporting period, the Canadian Commercial Corporation did not disclose any personal information pursuant to subsections 8(2)(m) of the *Privacy Act*.