

Info Source

Sources of Federal Government and Employee Information

2016

Canadian Commercial Corporation (CCC)

Table of Contents

Introduction to Info Source	2
Background	2
Responsibilities	3
Institutional Functions, Programs and Activities	3
A. Activities Specific to the Canadian Commercial Corporation.....	3
B. Internal Services at the Canadian Commercial Corporation.....	8
Other Classes of Personal Information.....	13
Additional Information.....	13
Reading Room	14

Introduction to Info Source

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 themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*.

The [Introduction](#) and a [List of Institutions](#) subject to the Access to Information Act and the Privacy Act are available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

Background

The Canadian Commercial Corporation (CCC) was established in 1946 to assist in the postwar reconstruction of Europe, with a mandate “to assist in the development of trade between Canada and other nations and to assist persons in Canada to obtain goods or commodities from outside Canada and to dispose of goods and commodities that are available for export from Canada.” Click [here](#) for a detailed history of CCC.

CCC is governed by its enacting legislation, the Canadian Commercial Corporation Act. As a Crown corporation under Schedule III Part I of the Financial Administration Act and wholly owned by the Government of Canada, CCC reports to Parliament through the Minister of International Trade. Click [here](#) for more details on CCC’s governance.

In 1956, the Defence Production Sharing Agreement (DPSA) gave CCC additional responsibility as the gateway between the U.S. Department of Defense (U.S. DoD) and Canadian suppliers, a relationship that was soon expanded to include the U.S. National Aeronautics and Space Administration (NASA) by the signing of the 1960 Letter of Agreement between CCC and NASA. Click [here](#) for a copy of the DPSA or the NASA Letter of Agreement.

Responsibilities

CCC's mandate is to facilitate international trade on behalf of Canadian industry, particularly with governments of foreign countries. While CCC's mandate supports any industry sector, the Corporation's efforts are primarily focused on the aerospace, defence, security and infrastructure sectors.

The Corporation's primary service involves the establishment of government-to-government contracts with foreign government buyers to provide goods and services available for export from Canada. CCC then enters into contracts with Canadian exporters to fulfill the requirements of these government-to-government contracts. The procurement and contracting services provided for the benefit of Canadian exporters allows them to access markets where risk, transparency and competitiveness require a government-to-government arrangement. Click [here](#) for more information about CCC's major policies.

CCC delivers its government-to-government contracting services through two core lines of business: Global Defence and Security (GDS) sales to allies and like-minded nations, which includes administering the Canada-United States Defence Production Sharing Agreement (DPSA), and International Commercial Business (ICB) sales (primarily in the infrastructure sector) to government buyers in emerging and developing markets, particularly Latin America and Africa.

As a third, but non-core, business focus, CCC offers three additional services that are aligned with Government of Canada priorities. They are: (1) sourcing services to support international government assistance programs; (2) managing Canadian Trade Offices in China with Global Affairs Canada ("GAC"); and (3) providing shared corporate services to (PPP) Canada Inc.

Institutional Functions, Programs and Activities

A. Activities Specific to the Canadian Commercial Corporation

A.1 Global Defence and Security (GDS)

CCC's business model is focused on assisting Canadian companies to compete globally and secure sales in aerospace, defence and security markets. CCC's GDS sales business has two sub-programs.

A.1.1 Sales to the U.S. Department of Defence (DoD) and NASA under the Canada-U.S. DPSA (Defence Production Sharing Agreement)

CCC assists Canadian aerospace, defence and security companies to compete for and manage contracts with the U.S. DoD through the unconstrained access that flows from the Canada-U.S. DPSA and related U.S. Regulations. The DPSA is a critical element of Canada's overall relationship with the U.S. on defence trade, and CCC remains integral to ensuring continued access to United States military procurement opportunities for Canadian exporters through its defence sales to the U.S. DoD.

Sales to the U.S. DoD and NASA under the Canada-U.S. DPSA Specific Class of Records

Files Description: Includes electronic and paper records related to the Canada-U.S. Defence Production Sharing Agreement (DPSA) which allows Canadian contractors to bid and be awarded U.S. DoD and NASA contracts through CCC. May include records related to projects, security and contract requirements and term and conditions, project selection criteria, cost-sharing arrangements, and contract management. Includes records related to the distribution of marketing material and distribution of corporate publications.

Document Types: Electronic and paper project proposals and supporting documentation, project agreements, memoranda of understandings, non-disclosure agreements, letters of agreement, service agreements, project completion reports, evaluation and status reports, contracts, financial statements, contract management documentation, and financial transactions records.

Record Number: CCC 001

A.1.2 Aerospace, Defence and Security Sales to Global Markets

This business program supports Canadian aerospace, defence and security exporters in markets beyond the U.S. with governments of allied and like-minded nations, helping deliver Canadian defence and security products, solutions and expertise to all levels of government around the world. CCC works with governments of other nations and Canadian suppliers to negotiate and execute defence and security contracts, supporting Canadian industry while assisting our allies in meeting their defence and security needs. CCC creates new opportunities for collaboration to increase Canadian export sales, supports the acquisition of innovative Canadian capabilities by foreign governments, and enhances interoperability with other allied military forces.

Aerospace, Defence and Security Sales to Global Markets Specific Class of Records

Files Description: Includes electronic and paper records related to defence sales to allies and like-minded nations and international buyers. May include records related to selection of projects, security requirements, sales and/or transfers of items to other foreign government buyers and organizations, selection of subcontractors, legal, financial, managerial and technical assessments of Canadian suppliers, project selection criteria, cost-sharing arrangements, and contract management. Includes records related to selection and distribution of marketing material and distribution of corporate publications.

Document Types: Project proposals and supporting documentation, project agreements, memoranda of understandings, non-disclosure agreements, service agreements, letters of agreement, project completion reports, evaluation and status reports, supplier disclosure forms, contracts, financial statements, research related to export markets, contract management documentation, and financial transactions records.

Record Number: CCC 002

A.2 International Commercial Business (ICB) Sales

The ICB sales program captures all of CCC's business outside of the aerospace, defence and security sectors. These consist of supply and construction contracts with all levels of government including federal, state and municipal. As part of ICB sales, CCC undertakes projects in transportation, sustainable energy and water treatment, health, education and technology projects. Working as Prime Contractor, the Corporation facilitates the negotiation of a fully customizable solution, guarantees the performance of the terms and conditions of the contract, and ensures Government of Canada oversight and management of the contract from signature through contract close-out. CCC also provides Procurement Agent services, sourcing and delivering goods and services from trusted Canadian companies.

International Commercial Business (ICB) Sales Specific Class of Records

Files Description: Includes electronic and paper records related to Engineering, Procurement and Construction/Construction Management (EPC/CM) projects, and International Commercial Projects. Includes records related to selection of projects, feasibility studies, sales and/or transfers of items to foreign government buyers and organizations, selection of subcontractors, legal, financial, managerial and technical assessments of Canadian Suppliers, project selection criteria, environmental impact assessments (EIA), cost-sharing arrangements,

and contract management. Includes records related to selection and distribution of marketing material, collection of supplier and buyer information and distribution of corporate publications.

Document Types: Project proposals and supporting documentation, project agreements, memoranda of understanding, non-disclosure agreements, letters of agreement, service agreements, project completion reports, evaluation and status reports, supplier disclosure forms, contracts, financial statements, contract management documentation and financial transaction records.

Record Number: CCC 003

A.3 Sourcing For Other Government Departments and Shared Services

Recognized as a leader in contracting, sourcing and project management, the Canadian Commercial Corporation (CCC) works with the federal government to deliver Canada's in-kind contributions to foreign recipients all around the world. CCC also provides shared services to PPP Canada Inc. to achieve economic efficiencies in the management of resources and operations. .

A.3.1 Sourcing Services to Support International Government Assistance Programs

CCC supports GAC in the implementation of some of the Government of Canada's international programs by assisting with the sourcing of goods and services destined for foreign recipients. .

Sourcing Services to Support International Government Assistance Programs Specific Class of Records

Files Description: Includes electronic and paper records related to activities between CCC and other government departments, including Global Affairs Canada (formerly DFAIT or DFATD). Includes records related to the Stabilization and Reconstruction Task Force (START) program, the Peace and Stabilization Operations Program (PSOP), the Counter Terrorism Capacity Building (CTCB) Program, Global Peace and Security Fund (GPSF), Global Partnership Program (GPP), and the Anti-Crime Capacity Building Program (ACCBP) and CIDA Projects governed by an Administrative Agreement. Includes records related to selection of projects, feasibility studies, sales and/or transfers of items to foreign government buyers and organizations, selection of subcontractors, legal, financial, managerial and technical assessments of Canadian suppliers, project selection criteria, environmental impact assessments (EIA), cost-sharing arrangements, and contract management. Includes records related to selection and distribution of marketing material, collection of supplier and buyer information.

Document Types: Project agreements, memoranda of understandings, non-disclosure agreements, letters of agreement, project completion reports, evaluation and status reports, contracts, service agreements, contract management documentation, and financial transaction records.

Record Number: CCC 004

A.3.2 China Representative Offices

CCC manages a network of 10 Representative Offices in China on behalf of Global Affairs Canada (GAC) for the purposes of supporting the development of trade. In recognition of the expansive growth of China's second-tier cities, the Government of Canada approached CCC to help GAC establish and manage these ten Canadian Trade Offices currently located in Chengdu, Hangzhou, Nanjing, Qingdao, Shenyang, Shenzhen, Tianjin, Wuhan, Wi'an and Xiamen. The offices provide clients with access to experts who can help them better navigate and compete in the Chinese market, find qualified contacts and resolve problems.

China Representative Offices Specific Class of Records

Files Description: Includes electronic and paper records related to the management, maintenance and operation of these ten Representative Offices in China. Also includes records related to providing clients with better access to experts who can better navigate and to compete in the Chinese trade market.

Document Types: Includes records related to human resources and financial operations such as payroll services, accounting, reporting, control and oversight. Records relating to decision support and advice, lease agreements, contracts and supporting documentation, project agreements, memoranda of understanding, non-disclosure agreements and letters of agreement.

Record Number: CCC 005

A.3.3 Shared Corporate Services to PPP Canada Inc. (PPP)

The Corporation has a Memorandum of Understanding with PPP Canada Inc. for the provision of shared corporate services for both organizations, primarily in the areas of information technology, human resource management, finance, legal services, communications, governance and facilities management. The shared corporate services achieve economic efficiencies in the management of resources, operations and carrying out their respective mandates.

Shared Corporate Services to PPP Canada Inc. (PPP) Specific Class of Records

Files Description: Includes electronic and paper records related to the provision of shared corporate services to PPP Canada Inc. in the areas of information technology; human resource management; finance; legal services; communications; governance and facilities management.

Document Types: Includes records relating to human resources management including payroll services, decision support and advice and reporting. Financial accounting, reporting, control and oversight and records relating to legal services, project agreements, memoranda of understandings, non-disclosure agreements and letters of agreement.

Record Number: CCC 006

B. Internal Services at the Canadian Commercial Corporation

Internal services constitute groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are management and oversight services, communications services, legal services, human resources management services, financial management services, information management services, information technology services, real property services, materiel services, acquisition services, and travel and other administrative services. Internal services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

B.1 Acquisition Services

Acquisition services involve activities undertaken to acquire a good or service to fulfill a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- [Procurement and Contracting Class of Record](#)
 - [Professional Services Contracts Personal Information Bank](#)

B.2 Communications Services

Communications services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public—internal or external—receives government information, and that the views and concerns

of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- [Communications Class of Record](#)
 - [Internal Communications Personal Information Bank](#)
 - [Public Communications Personal Information Bank](#)

B.3 Financial Management Services

Financial management services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- [Financial Management Class of Record](#)
 - [Accounts Payable Personal Information Bank](#)
 - [Accounts Receivable Personal Information Bank](#)
 - [Acquisition Cards Personal Information Bank](#)

B.4 Human Resources Management Services

Human resources management services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies and plans.

- [Awards \(Pride and Recognition\) Class of Record](#)
 - [Recognition Program Personal Information Bank](#)
- [Classification of Positions Class of Record](#)
 - [Staffing Personal Information Bank](#)
- [Compensation and Benefits Class of Record](#)
 - [Attendance and Leave Personal Information Bank](#)
 - [Pay and Benefits Personal Information Bank](#)
- [Employment Equity and Diversity Class of Record](#)
 - [Employment Equity and Diversity Personal Information Bank](#)
- [Hospitality Class of Record](#)
 - [Hospitality Personal Information Bank](#)
- [Human Resources Planning Class of Record](#)

- [Human Resources Planning Personal Information Bank](#)
- [Workplace Day Care Personal Information Bank](#)
- [Labour Relations Class of Record](#)
 - [Canadian Human Rights Act – Complaints Personal Information Bank](#)
 - [Discipline Personal Information Bank](#)
 - [Grievances Personal Information Bank](#)
 - [Harassment Personal Information Bank](#)
 - [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
 - [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)
- [Occupational Health and Safety Class of Record](#)
 - [Employee Assistance Personal Information Bank](#)
 - [Harassment Personal Information Bank](#)
 - [Occupational Health and Safety Personal Information Bank](#)
 - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)
- [Official Languages Class of Record](#)
 - [Official Languages Personal Information Bank](#)
- [Performance Management Reviews Class of Record](#)
 - [Discipline Personal Information Bank](#)
 - [Employee Performance Management Program Personal Information Bank](#)
- [Recruitment and Staffing Class of Record](#)
 - [Applications for Employment Personal Information Bank](#)
 - [Employee Personnel Record Personal Information Bank](#)
 - [EX Talent Management Personal Information Bank](#)
 - [Personnel Security Screening Personal Information Bank](#)
 - [Staffing Personal Information Bank](#)
 - [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)
- [Relocation Class of Record](#)
 - [Relocation Personal Information Bank](#)
- [Training and Development Class of Record](#)
 - [Training and Development Personal Information Bank](#)

B.5 Information Management Services

Information management services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- [Access to Information and Privacy Class of Record](#)
 - [Access to Information Act and Privacy Act Requests Personal Information Bank](#)
- [Information Management Class of Record](#)
 - [Library Services Personal Information Bank](#)

B.6 Information Technology Services

Information technology services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- [Information Technology Class of Record](#)
 - [Electronic Network Monitoring Personal Information Bank](#)

B.7 Legal services

Legal services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- [Legal Services Class of Record](#)

B.8 Management and Oversight Services

Management and oversight services involve activities undertaken for determining strategic direction and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies or plans.

- [Cooperation and Liaison Class of Record](#)
 - [Lobbying Act Requirements Personal Information Bank](#)
 - [Outreach Activities Personal Information Bank](#)
- [Executive Services Class of Record](#)
 - [Executive Correspondence Personal Information Bank](#)
- [Internal Audit and Evaluation Class of Record](#)
 - [Evaluation Personal Information Bank](#)

- [Internal Audit Personal Information Bank](#)
- [Planning and Reporting Class of Record](#)

B.9 Materiel Services

Materiel services involve activities undertaken to ensure that materiel can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- [Materiel Management Class of Record](#)
 - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)

B.10 Real Property Services

Real property services involve activities undertaken to ensure that real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- [Real Property Management Class of Record](#)
 - [Real Property Management Personal Information Bank](#)

B.11 Travel and Other Administrative Services

Travel and other administrative services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- [Administrative Services Class of Record](#)
 - [Parking Personal Information Bank](#)
- [Boards, Committees and Council Class of Record](#)
 - [Governor in Council Appointments Personal Information Bank](#)
 - [Members of Boards, Committees and Councils Personal Information Bank](#)
- [Business Continuity Planning Class of Record](#)
 - [Business Continuity Planning Personal Information Bank](#)
- [Disclosure to Investigative Bodies Class of Record](#)
 - [Disclosure to Investigative Bodies Personal Information Bank](#)

- [Proactive Disclosure Class of Record](#)
 - [Hospitality Personal Information Bank](#)
 - [Travel Personal Information Bank](#)

- [Security Class of Record](#)
 - [Identification Cards and Access Badges Personal Information Bank](#)
 - [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
 - [Personnel Security Screening Personal Information Bank](#)
 - [Security Incidents and Privacy Breaches Personal Information Bank](#)
 - [Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes Personal Information Bank](#)

- [Travel Class of Record](#)
 - [Travel Personal Information Bank](#)

Other Classes of Personal Information

In the course of conducting programs and activities, CCC may accumulate categories of personal information not used for administrative purposes. Such personal information may include general biographies of individuals in relation to CCC's programs and employee profile information, e.g., sent by email when welcoming new hires. This form of personal information is retrievable if specifics are provided concerning transactions filed, e.g., names of exporters, countries and projects, rather than by name of individual or other personal identifier. Other information provided by or about individuals may also be found in corporate record holdings such as information services, and accounts payable. This class of personal information is retrievable only if the requester identifies, in sufficient detail, the subject of the information that they wish to access. The retention periods are controlled by the record schedules of the general subject files in which they are stored.

Additional Information

For additional information on how to file a request under the *Access to Information Act* or *Privacy Act*, how to request information outside the ATIP process, completed Access to Information summaries and privacy impact assessment summaries, please click [here](#).

Reading Room

In accordance with the *Access to Information Act* and *Privacy Act*, an area on the premises will be made available should you wish to review materials on site. The address is:

350 Albert Street, Suite 700
Ottawa, Ontario