



Annual Report to Parliament

Privacy Act

April 1, 2010 - March 31, 2011

Canadian Commercial Corporation
Annual Report to Parliament on the *Privacy Act*
April 1, 2010 – March 31, 2011

1. Introduction

The *Privacy Act* took effect on July 1, 1983.

As a Crown corporation reporting to Parliament, CCC has a clear mandate to facilitate international trade by helping Canadian exporters' access markets abroad and help foreign buyers obtain goods and services from Canada. CCC provides high-quality procurement and contracting services for the benefit of Canadian exporters, allowing them to access markets where risk, transparency and competitiveness require a government-to-government arrangement. CCC acts as an effective instrument in trade promotion, helping Canadian companies achieve export sales on improved terms through CCC's unique ability to mitigate contract risk and its specialized knowledge in international contracting and procurement.

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.

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 *Privacy Act* within the institution during each financial year.

2. Structure

The administration of the *Privacy Act* which, due to the size of the Corporation (under 150 employees), is a function assumed by the Legal Services Unit. The Vice President Legal Services and General Counsel is a member of the Corporation's executive committee and the Access to Information and Privacy Coordinator. Two staff members from the Legal Services Unit support the Access to Information and Privacy Coordinator.

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 *Privacy 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 *Privacy Act*.

4. Statistical Report

In fiscal year 2010-11, CCC processed one request under the *Privacy Act*. The request was disclosed in part and redacted on the basis of the exemption contained in section 26 of the *Privacy Act*. The statistical report is attached for your information and has been forwarded to the Treasury Board of Canada.

The number of requests the Corporation has received over the past several years has been consistently low. The CCC costs associated with the administration of the *Privacy Act* totaled \$890.44.

5. Education and Training

The Canadian Commercial Corporation provided a "Lunch and Learn" course to employees on the *Privacy Act*. It was an introductory level course with a focus on the basic concepts of the *Act*. The course was very interactive and included hypothetical scenarios. The course was extremely successful with further sessions planned for the future.

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

No complaints and/or investigations were received by our institution during the reporting period.

8. PIA (Privacy Impact Assessment)

Our institution did not complete any PIA's 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*.

REPORT ON THE PRIVACY ACT / RAPPORT CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Institution Canadian Commercial Corporation	Reporting period / Période visée par le rapport April 1, 2010 to March 31, 2011
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I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels	
Received during reporting period / Reçues pendant la période visée par le rapport	1
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	1
Completed during reporting period / Traitées pendant la période visées par le rapport	1
Carried forward / Reportées	0

II Disposition of request completed / Disposition à l'égard des demandes traitées	
1. All disclosed / Communication totale	0
2. Disclosed in part / Communication partielle	1
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0
5. Unable to process / Traitement impossible	0
6. Abandoned by applicant / Abandon de la demande	0
7. Transferred / Transmission	0
TOTAL	1

III Exemptions Invoked / Exceptions invoquées	
S. Art. 18(2)	0
S. Art. 19(1)(a)	0
(b)	0
(c)	0
(d)	0
S. Art. 20	0
S. Art. 21	0
S. Art. 22(1)(a)	0
(b)	0
(c)	0
S. Art. 22(2)	0
S. Art. 23 (a)	0
(b)	0
S. Art. 24	0
S. Art. 25	0
S. Art. 26	1
S. Art. 27	0
S. Art. 28	0

IV Exclusions cited / Exclusions citées	
S. Art. 69(1)(a)	0
(b)	0
S. Art. 70(1)(a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0

V Completion time / Délai de traitement	
30 days or under / 30 jours ou moins	1
31 to 60 days / De 31 à 60 jours	0
61 to 120 days / De 61 à 120 jours	0
121 days or over / 121 jours ou plus	0

VI Extensions / Prorogations des délais		
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations	0	0
Consultation	0	0
Translation / Traduction	0	0
TOTAL	0	0

VII Translations / Traductions		
Translations requested / Traductions demandées		0
Translations prepared / Traductions préparées	English to French / De l'anglais au français	0
	French to English / Du français à l'anglais	0

VIII Method of access / Méthode de consultation	
Copies given / Copies de l'original	1
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

IX Corrections and notation / Corrections et mention	
Corrections requested / Corrections demandées	0
Corrections made / Corrections effectuées	0
Notation attached / Mention annexée	0

X Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 890.44
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 0.00
TOTAL	\$ 890.44
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.009



APPENDIX B - 2

Additional Reporting Requirements – *Privacy Act*

Treasury Board Secretariat is monitoring compliance with the Privacy Impact Assessment (PIA) Policy (which came into effect on May 2, 2002) and the Directive on Privacy Impact Assessment (which takes effect April 1, 2010) through a variety of means. Institutions are therefore required to report the following information for this reporting period. Note that because some institutions are using the Core PIA as outlined in the Directive in advance of the implementation deadline, they will not have Preliminary PIAs to report.

Indicate the number of:

- Preliminary Privacy Impact Assessments initiated: 1
- Preliminary Privacy Impact Assessments completed : 0
- Privacy Impact Assessments initiated: 0
- Privacy Impact Assessments completed: 0
- Privacy Impact Assessments forwarded to the Office of the Privacy Commissioner (OPC): 0

Note: If your institution did not undertake any of the activities noted above during the reporting period, this must be stated explicitly.

Canadian Commercial Corporation did initiate a Preliminary Privacy Impact Assessment in the reporting period.

In addition, institutions are required to report on the following:

Part III – Exemptions invoked

Paragraph 19(1)(e) : 0

Paragraph 19(1)(f) : 0

Subsection 22.1 : 0

Subsection 22.2 : 0

Subsection 22.3: 0

Part IV – Exclusions cited

Subsection 69.1 : 0

Subsection 70.1: 0

Note: If your institution did not invoke any exemptions or cite any exclusions noted above during the reporting period, this must be stated explicitly.

Canadian Commercial Corporation did not invoke any exemptions or cite any exclusions noted above during the reporting period.