



Annual Report to Parliament on the Access to Information Act and Privacy Act

2022-2023

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Part 1: Annual Report on the Administration of the *Access to Information Act*

Introduction

The *Access to Information Act* (ATIA), enacted in 1983 and amended in 2019, provides individuals in Canada with a right of access to records under the control of federal government institutions. The principles encompassed by the ATIA are that government information should be available to the public, exceptions to the right of access should be limited and specific, and that decisions on the disclosure of information should be reviewed independently of government.

The ATIA is intended to complement existing procedures for obtaining government information and is not to limit in any way the type of information that is normally available to the public, thereby denoting the importance of informal access and proactive disclosure.

This report is prepared and tabled in Parliament in accordance with section 94 of the *Access to Information Act*.

The Canadian Commercial Corporation (CCC) is a federal Crown corporation accountable to the Parliament of Canada through the Minister of International Trade, Export Promotion, Small Business and Economic Development. CCC's mandate is to facilitate the export of Canadian goods and services and acts as Canada's international contracting and procurement agency.

The Corporation's primary activity 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.

CCC also plays an important role under the Canada-US Defence Production Sharing Agreement (DPSA), allowing Canadian exporters to compete for opportunities with the US Department of Defense on a level playing field with US-based companies. While CCC is actively engaged in the aerospace, defence, security and infrastructure sectors, it also supports emerging and developing markets where foreign governments may require additional capacity to undertake complex and timely projects. The Corporation also procures goods and services on behalf of other federal government institutions to assist the Government of Canada fulfill its in-kind aid contributions worldwide.

Organizational Structure

The Administration of the *Access to Information Act* is managed by the Corporation's Legal Services. A Legal Counsel and Law Clerk share responsibility for processing requests for information, internal and external reporting, developing and reviewing internal policies and procedures, providing training and awareness, and ensuring that CCC is compliant with the ATIA, its regulations and related policy instruments. In the 2022- 2023 reporting period, CCC also relied on an ATIP consultant to process

requests. The Legal Counsel and Law Clerk responsible for ATIP report to the Vice President of Legal Services who is also CCC's ATIP Coordinator for the purpose of receiving requests under the *Access to Information Act*.

Proactive publication of travel and hospitality expenses (section 82 and 83) is fulfilled by the Travel Management Analyst and the proactive publication of reports tabled in Parliament (section 84) is fulfilled by Communications Services.

CCC was not a party to any service agreements under section 96 of the *Access to Information Act* during this reporting period.

Delegation Order

The head of CCC, as defined by the ATIA, is the President and Chief Executive Officer. Pursuant to section 95 of the ATIA, the President may delegate all or some of their authority in order to meet its legislative obligations.

By way of a Delegation Order, the President delegated all of its powers, duties and functions under the ATIA to the Vice-President Legal Services, General Counsel and Corporate Secretary. Some administrative duties and powers are also delegated to the ATIP Law Clerk.

A copy of the Delegation Order is attached at Annex A.

Performance Overview

The following scorecard highlights CCC's performance for the fiscal year and provides information about multi-year trends. There were no COVID-19-related impacts on CCC's ATIP operations during the reporting period. CCC experienced a slight increase in both requests received under the ATIA and consultation requests received from other government institutions compared to the previous fiscal year. While CCC's performance is measured in terms of average completion time and the percentage of requests completed within the legislated time limit, the volume and complexity of individual requests can greatly impact those results. For more information about CCC's performance and statistics, please see a copy of its 2022-2023 Statistical Report on the *Access to Information Act*, attached at Annex B.

Formal Requests	This year		Last year	Five years ago
Number of requests received	10	↑	6	18
Number of requests closed	10	↑	6	20
Number of requests declined to act	0	-	0	N/A
Total number of pages processed	155	↑	60	826
Time Limits				
Average completion time in days	24.5	↓	30	N/A*
Number of extensions taken	0	-	0	5
Percentage completed within time limit	100%	-	100%	100%
Disposition				
Number of requests disclosed in full	4	↑	1	2

Percentage that were disclosed in full	40%	↑	17%	10%
Number of requests disclosed in part	4	↑	0	9
Percentage that were disclosed in part	40%	↑	0%	45%
Number of requests exempted in full	0	↓	1	1
Most frequently applied exemption	20(1)(b)	-	15(1)-I.A.	19(1) & 21(1)(a)
Outstanding active requests				
Number of active requests outstanding from prior reporting periods	0	-	0	N/A
Number of active outstanding requests still within legislated timelines	0	-	0	N/A
Complaints				
Number of complaints received	0	-	0	0
Number of complaints closed	1	↑	0	0
Outstanding active complaints				
Number of active outstanding complaints	0		N/A	
Consultations from other Institutions				
	This Year		Last Year	Five years ago
Number of consults received	7	↑	6	1521
Total number of pages consulted	87	↑	115	209
Average response time in days	13	↓	35	N/A*

* No data available.

CCC received and closed ten requests under the ATIA; one was abandoned, one in which there was no records responsive to the request, four were disclosed in part, and four in which all the records were disclosed. All ten formal requests were completed within 16-30 days. As a result, CCC did not need to take any extensions in the fiscal year. CCC received seven consultation requests that were all completed in 30 days or less.

Training and Awareness

CCC did not undertake or provide any formal training with respect to the *Access to Information Act* during the reporting period. Legal Services employees are well-versed in the application of the ATIA and promote awareness regarding CCC's obligations under the ATIA throughout the course of corporate programs and activities. All employees undertake annual training on CCC's Code of Conduct and Business Ethics which includes a section on confidentiality, disclosure of Information and transparency. There is a summary of employee ATIP obligations on CCC's internal portal as a resource for employees.

Policies, Guidelines, and Procedures

During the reporting period, CCC did not implement any new policies, guidelines, or procedures pertaining to Access to Information.

Proactive Publication

CCC is considered a government institution for the purpose of Part 2 of the *Access to Information Act*, and as such, is subject to the following proactive publication requirements:

- [Section 82: Travel Expenses](#)
- [Section 83: Hospitality Expenses](#)
- [Section 84: Reports Tabled in Parliament](#)

CCC met the legislated timelines for all publications made under Part 2 of the ATIA.

Initiatives and Projects

As part of its commitment to transparency and enhancing accountability, CCC implemented a *Transparency and Disclosure Policy* in 2019 that designates the proactive disclosure of information pertaining to its business, including information about CCC's responsible business conduct policies, transactions, business events, disclosure of wrongdoing, and diversity and inclusion. The information can be found on CCC's Transparency and Disclosure [webpage](#).

Key Issues and Complaints

CCC did not receive any new complaints, nor were any issues raised during the reporting period. One outstanding complaint was discontinued in the 2021-2022 reporting period, however CCC was only notified in the current reporting period.

Monitoring Compliance

CCC did not monitor the time taken to process access to information requests during the reporting period and the information provided in section 11.2 of the statistical report is based on best estimates. CCC uses an excel sheet to track the processing of requests for administrative and statistical purposes. A summary of active and closed requests and any outstanding complaints are reported to the Board of Directors on a quarterly basis. Legal Services regularly reviews contracts to ensure that any agreements pertaining to information sharing include provisions that comply with legislative requirements. The expense reports for travel and hospitality disclosure are approved by the Manager of Finance Operations and occasionally reviewed by Internal Audit.

Part 2: Annual report on the Administration of the *Privacy Act*

Introduction

The *Privacy Act* (PA), enacted in 1983, enhances the privacy of individuals by controlling the way in which government institutions can collect, use, disclose, retain and dispose of personal information. The PA also provides individuals with a right of access and correction to their personal information under the control of a government institution. If an individual is concerned about the way in which a government institution handles their personal information, they can make a complaint to the Office of the Privacy Commissioner.

The PA only applies to federal government institutions. Private sector institutions are governed by the *Personal Information Protection and Electronic Documents Act* (PIPEDA) and by provincial or territorial legislation.

This report is prepared and tabled in Parliament in accordance with section 72 of the *Privacy Act*.

The Canadian Commercial Corporation (CCC) is a Crown corporation listed in Schedule III, Part I of the *Financial Administration Act* that reports to Parliament through the Minister of International Trade, Export Promotion, Small Business and Economic Development. CCC's mandate is to facilitate the export of Canadian goods and services and acts as Canada's international contracting and procurement agency. A further description of CCC's role and activities can be found in Part 1 of this document. Given the nature of CCC's business, it does not routinely collect or use personal information from members of the general public. Most of the personal information that CCC handles belongs to its employees.

Organizational Structure

In addition to administering the *Access to Information Act*, the Corporation's Legal Services is also responsible for the administration of the *Privacy Act*. A Legal Counsel and Law Clerk share responsibility for carrying out privacy related activities, such as processing privacy requests, internal and external reporting, developing and reviewing internal policies and procedures, reviewing contracts that have privacy implications, conducting Privacy Impact Assessments (PIAs), providing training and awareness, and ensuring that CCC is compliant with the *Privacy Act*, its regulations and related policy instruments. In the 2022-2023 reporting period, the Legal Counsel and Law Clerk responsible for privacy reported to the Vice-President of Legal Services who has delegated authority under the PA. The Vice-President of Legal Services is also designated as CCC's ATIP Coordinator.

CCC was not a party to any service agreements under section 73.1 of the *Privacy Act* during the reporting period.

Delegation Order

For the purposes of section 3 of the *Privacy Act*, the "head" of CCC is the President and Chief Executive Officer. Pursuant to section 73, the head may delegate all or some of their authority under the Act.

The President delegated all of its powers, duties and functions under the *Privacy Act* to the Vice-President, Legal Services. Some administrative duties and functions are also delegated to the ATIP Law Clerk.

A copy of the Delegation Order is attached at Annex A.

Performance Overview

In line with the multi-year trend, CCC did not receive any requests for personal information under the *Privacy Act* during the reporting period. In the past six years, CCC has only received one request under the PA. Most of the personal information collected by CCC pertains to its employees, and employees can request access to their personal information on an informal basis without having to make a formal request under the *Privacy Act*. CCC does not track informal requests for personal information. As a result, there is not enough data to provide an overview of CCC's performance in this regard.

A copy of the 2022-2023 Statistical Report on the *Privacy Act* and the Supplemental ATIP Statistical Report for 2022-2023 is attached as Annex C.

Residual COVID-19-related measures did not affect CCC's ability to process requests under the *Privacy Act* and CCC continues to have full capacity to fulfill its responsibilities under the PA.

Training and Awareness

CCC did not undertake any formal privacy training initiatives during the reporting period, however, employees across all program areas consult with and seek guidance from Legal Services as the need arises, particularly with respect to activities or contracts that involve personal information or privacy considerations.

All employees undertake mandatory annual training on cyber security which covers topics such as security awareness and working securely from home, protecting mobile data and devices, and phishing defence essentials. This training supports CCC's privacy protection framework and reduces the risk of a privacy breach since most of the personal information under CCC's control resides or is accessed through its information technology systems.

Policies, Guidelines, and Procedures

CCC did not implement any new and/or revised policies, guidelines, or procedures with respect to the *Privacy Act* during the reporting period.

Initiatives and Projects

CCC did not implement any new and/or revised privacy-related initiatives or projects during the reporting period.

Key Issues and Complaints

CCC did not receive any complaints under the *Privacy Act*, nor were any privacy issues identified during the reporting period.

Material Privacy Breaches

No material privacy breaches occurred at CCC during the reporting period.

Privacy Impact Assessments

CCC did not complete any new Privacy Impact Assessments during the reporting period.

Public Interest Disclosures

During the reporting period, CCC did not make any disclosures pursuant to section 8(2)(m) of the *Privacy Act*.

Monitoring Compliance

CCC does not monitor the time taken to process personal information requests or requests for the correction of personal information since it rarely receives these types of requests.

CCC regularly updates, tests and reviews the security of its IT systems, which would identify gaps in the protection of personal information, and none were identified. A cybersecurity and data governance report is submitted to the Board of Directors on a quarterly basis.

Legal Services regularly reviews contracts to ensure that any agreements that could have an impact on privacy include provisions that comply with legislative requirements.



Annex A

Delegation Order

Arrêté de délégation

The President and Chief Executive Officer of the Canadian Commercial Corporation, pursuant to section 95 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 President and Chief Executive Officer as the head of the Canadian Commercial Corporation, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Dated, at the City of Ottawa, this 14th day of May, 2021.

En vertu de l'article 95 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Président et Chef de la direction de la Corporation Commerciale Canadienne délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable de la Corporation Commerciale Canadienne, investi par les dispositions de la Loi ou de son règlement mentionnées dans l'annexe en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

Fait à la ville d'Ottawa, le 14 jour de mai 2021.

Bobby Kwon
President and Chief Executive Officer / Président et Chef de la direction



Schedule / Annexe

Position / Poste	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et Règlement</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et Règlement</i>
Vice-President Legal Services, General Counsel and Corporate Secretary / Vice-président Services juridiques, avocat générale et secrétaire de la Corporation	Full authority / Autorité absolue	Full authority / Autorité absolue
Law Clerk / Adjointe Judiciaire	Sections 4(2.1), 9, 11(2) and 27 of the <i>Access to Information Act</i> / L'articles 4(2.1), 9, 11(2) and 27 de la <i>Loi sur l'accès à l'information</i>	Section 15(a) of the <i>Privacy Act</i> / L'article 15(a) de la <i>Loi sur la protection des renseignements personnels</i>

Annex B



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Canadian Commercial Corporation

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Requests Under the *Access to Information Act*

1.1 Number of requests

		Number of Requests
Received during reporting period		10
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		10
Closed during reporting period		10
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (private sector)	0
Organization	9
Public	0
Decline to Identify	0
Total	10

1.3 Channels of requests

Source	Number of Requests
Online	3
E-mail	0
Mail	7
In person	0
Phone	0
Fax	0
Total	10

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		3
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		3
Closed during reporting period		3

Carried over to next reporting period	0
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2.2 Channels of informal requests

Source	Number of Requests
Online	3
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	3

2.3 Completion time of informal 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	
2	0	0	1	0	0	0	3

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
3	106	0	0	0	0	0	0	0	0

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
0	0	0	0	0	0	0	0	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 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	4	0	0	0	0	0	4
Disclosed in part	0	4	0	0	0	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	1	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	0	10	0	0	0	0	0	10

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	3	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	2	22.1(1)	0
15(1) - I.A.*	2	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	4	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	1	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	8	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
155	152	9

4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	4	26	0	0	0	0	0	0	0	0
Disclosed in part	4	129	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	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	9	155	0	0	0	0	0	0	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0

Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
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
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	10
Percentage of requests closed within legislated timelines (%)	100

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations/ Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline 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

4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	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
Request abandoned	0	0	0	0

No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	0	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	6	\$30.00	4	\$20.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	6	\$30.00	4	\$20.00	0	\$0.00

Section 7: Consultations Received From Other Institutions and Organizations

7.1 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	7	87	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	7	87	0	0
Closed during the reporting period	7	87	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

	Number of Days Required to Complete Consultation Requests
--	--

121 to 180	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Section 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

Expenditures	Amount
Salaries	\$32,637
Overtime	\$0
Goods and Services	\$1,124
• Professional services contracts	\$1,124
• Other	\$0
Total	\$33,761

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
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Full-time employees	0.249
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.008
Students	0.019
Total	0.276

Note: Enter values to three decimal places.

Section 3: Requests Closed During the Reporting Period

3.1 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	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
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

3.2 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	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 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

3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	0	0	0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

3.5.2 Relevant pages processed by request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	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	0	0	0	0	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.7 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

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

3.7.2 Request closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0

Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 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

Section 9: Complaints and Investigations Notices Received

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

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	0	0	0	0
Central	35	0	0	0
Total	35	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	0
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Section 12: Resources Related to the Privacy Act**12.1 Allocated Costs**

Expenditures		Amount
Salaries		\$1,894
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$1,894

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.012
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.019
Total	0.031

Note: Enter values to three decimal places.



Supplemental Statistical Report on the *Access to Information Act* and the

Name of institution: Canadian Commercial Corporation

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	0

Section 2: Capacity to Process Records under the Access to Information Act and the Privacy

2.1 Enter the number of weeks your institution was able to process paper records in different levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Sec 2022-2023 Statistical

3.2 Enter the number of open complaints with the Information Commissioner of Canada that a from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0

Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0

Total	0	0	0
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Row 11, Col. 3 of Sec
2022-2023 Statistical

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are o from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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