

PRIVACY ACT
ANNUAL REPORT



PUBLIC SERVICE STAFF
RELATIONS BOARD

2001-2002

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published by the Public Service Staff Relations Board
Cat. No. SR1-3/2002E-IN
ISBN 0-662-32161-8
This publication is also available on the Board's Web site at:
<http://www.pssrb-crtfp.gc.ca>

May 31st, 2002

The Honourable Stéphane Dion, P.C., M.P.
President of the Queen's Privy Council
for Canada and Minister of
Intergovernmental Affairs
House of Commons
OTTAWA

Dear Mr. Minister:

It is my pleasure to transmit to you, pursuant to section 72 of the Privacy Act, the Nineteenth Annual Report of the Public Service Staff Relations Board covering the period from April 1, 2001 to March 31, 2002 for submission to Parliament.

Yvon Tarte
Chairperson

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**PUBLIC SERVICE STAFF RELATIONS BOARD
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PRIVACY ACT
APRIL 1, 2001 TO MARCH 31, 2002**

INTRODUCTION

The Public Service Staff Relations Board (the Board) is a quasi-judicial statutory tribunal responsible for the administration of the systems of collective bargaining and grievance adjudication established under the Public Service Staff Relations Act (the Act) and the Parliamentary Employment and Staff Relations Act. In addition, the Board is responsible for the administration of certain provisions of Part II of the Canada Labour Code concerning the occupational safety and health of employees in the Public Service. The combined functions of the Chairperson and the Board in specific areas under the Act are analogous to those performed by Ministers of Labour in private sector jurisdictions. Pursuant to the Act, the Board consists of a Chairperson, Vice-Chairperson, no less than three Deputy Chairpersons and such other full-time members and part-time members as the Governor in Council considers necessary.

Proceedings before the Board include grievance adjudication, applications for certification, revocation of certification, complaints of unfair labour practices, the designation of confidential positions, the designation of positions whose duties are required to be performed in the interest of the safety or security of the public, and complaints under the safety and health provisions of Part II of the Canada Labour Code. By far the heaviest volume of cases consists of grievances referred to adjudication concerning the interpretation or application of provisions of collective agreements or major disciplinary action and termination of employment. The Board also provides mediation and conciliation services to help parties resolve differences without resorting to formal proceedings before the Board.

STATISTICAL REPORTS / EXPLANATION

Four requests were received during the period under review. All requests were from individuals and were completed within the 30-day limit. The method used to provide access to all disclosed information was copies of the documents.

There was one request for which the authority was given to proceed with full disclosure of the documents in question. We were unable to process the remaining three requests because the Board did not have the information being sought.

No requests for translation, corrections or notations were received during the period under review.

SUPPORTING DOCUMENTATION

Organization of Activities and Delegation Instrument

The Chairperson has appointed the Head of Information Management for the Board as Co-ordinator under the Privacy Act. Any request received is referred by the Co-ordinator to the appropriate Branch for review and report before a decision is rendered on the request by the Co-ordinator. Where necessary, consultation takes place with the Chairperson. The Co-ordinator dedicates approximately 4% of a person-year to the administration of the Privacy Act.

Implementation

A reading area is located in the Board's Records Office. A copy of the Government of Canada Publication Info Source is available for reference as are Privacy Request Forms, a copy of the Board's Subject Classification Manual and other relevant publications.

All Personal Information Banks have been registered with Treasury Board and are reviewed and updated annually.

Privacy Impact Assessments (PIA) will be conducted for new programs and services based on TBS guidelines.

Records contained in Personal Information Banks are disposed of in accordance with schedules approved by the National Archives. Destruction of personal information is performed by the National Archives' shredding facilities.

Formal/Informal Interface

All requests for personal information were submitted formally during the reporting period.

Institutional Policies

All requests for personal information are processed free of charge to applicants.

Education and Training

The Board has formally implemented a Privacy Act awareness campaign through its employee orientation program.

Complaints, Investigations and Audits

One complaint which was filed in 2000-2001 was resolved in the favour of the Board. As of March 31 2002, there was no outstanding complaint against the Board.

Appeals to the Federal Court

There were no appeals to the Federal Court during the period under review with respect to Privacy requests.

Disclosures under paragraph 8(2)(e) of the Privacy Act

The Co-ordinator for the Privacy Act, following consultation with the Chairperson, is authorized to approve disclosures to specified investigative bodies.

Exempt Banks

There were no denials of access pursuant to subsection 18(2) of the Privacy Act.

Use and Disclosure

During the formal review and registration process of Personal Information Banks, bank managers were informed of the requirement to ensure that information contained in banks directly related to an existing government program or activity and that the use of personal information be consistent with the purpose for which it was compiled/obtained.



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

Institution PUBLIC SERVICE STAFF RELATIONS BOARD	Reporting period / Période visée par le rapport April 1, 2001 - March 31, 2002
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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	4
Outstanding from previous period / En suspens depuis la période antérieure	
TOTAL	4
Completed during reporting period / Traitées pendant la période visées par le rapport	4
Carried forward / Reportées	

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

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

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

V Completion time / Délai de traitement	
30 days or under / 30 jours ou moins	4
31 to 60 days / De 31 à 60 jours	
61 to 120 days / De 61 à 120 jours	
121 days or over / 121 jours ou plus	

VI Extentions / 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		
Consultation		
Translation / Traduction		
TOTAL		

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

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

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

X Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 1613.
Administration (O and M) / Administration (fonctionnement et maintien)	\$
TOTAL	\$ 1613.
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	.04

