



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada

Privacy Act

**Western Economic Diversification Canada
Annual Report to Parliament
April 1, 2005 – March 31, 2006**

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Introduction

The *Privacy Act* took effect on July 1, 1983, and 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 to the *Privacy Act* requires the head of every government institution to prepare an annual report to Parliament on the administration of the *Act*. This report details how Western Economic Diversification Canada (WD) administered its responsibilities under the *Act* during the 2005-2006 fiscal year

Copies of this report may be obtained from:

Western Economic Diversification Canada
Access to Information and Privacy Coordinator
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Edmonton, Alberta
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Background on the Department

Western Economic Diversification Canada (WD) was established in 1987 to help lessen the West's (British Columbia, Alberta, Saskatchewan and Manitoba) economic dependence on natural resources. Under the *Western Economic Diversification Act, 1988*, the Department is mandated to “promote the development and diversification of the economy of Western Canada and to advance the interests of Western Canada in national economic policy, program and project development and implementation.” To do this, WD organizes its programs and services to achieve the following strategic outcomes:

- policies and programs that support the development of Western Canada (policy, advocacy and coordination);
- economically viable communities in Western Canada with a high quality of life (sustainable communities); and
- a competitive and expanded business sector in Western Canada and a strengthened western Canadian innovation system (entrepreneurship and innovation).

WD's strategic investments in these areas will help to fulfill WD's vision of *a stronger West, a stronger Canada*.

WD's Headquarters is co-located in Edmonton with the Alberta Region office. There are also regional offices located in Winnipeg, Saskatoon and Vancouver, and a liaison office located in Ottawa. Regional satellite offices also exist in Calgary, Regina and Victoria.

The Deputy Minister is located in Edmonton, with Assistant Deputy Ministers located in each of the regional offices and Ottawa. Each regional Assistant Deputy Ministers is responsible for the delivery of programs and services in their region that support the Department's strategic outcomes, as well as corporate responsibilities.

WD continues to work closely with Infrastructure Canada, Industry Canada and other regional development organizations.

For additional information on the Department's activities, visit www.wd.gc.ca.

Access to Information and Privacy Unit

For the purposes of the *Privacy Act*, the Minister delegated all her powers, authorities and responsibilities to the Access to Information and Privacy Coordinator who is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to ensure the Minister's responsibilities under the *Act* are met and to enable appropriate processing and proper disclosure of information. The Coordinator is also responsible for related policies, systems and procedures emanating from the *Act*.

In 2005-2006, two officers processed requests on behalf of the Department and assisted the Coordinator.

The activities of WD's Access to Information and Privacy (ATIP) unit include:

- responding to consultations submitted by other federal institutions on WD documents under consideration for release;
- preparing annual reports to Parliament and other statutory reports, as well as other material that may be required by central agencies;
- developing and maintaining policies, procedures and guidelines to ensure the *Act* is respected by WD;
- promoting awareness of the *Act* within the Department to ensure responsiveness to the obligations imposed on the government; and
- monitoring departmental compliance with the *Act*, regulations and relevant procedures and policies.

Departmental Policies and Procedures

In September 2005, WD updated its internal ATIP Procedures Manual, including numerous reference documents and other tools. Hard copies of the manual were provided to the Regional ATIP Liaison Officers for their use. Much of the information is also available on the Department's intranet web site, providing staff with access to information to help them respond to requests.

Privacy Training and Awareness

During the fiscal year 2005-2006, two WD officers attended the national Access to Information and Privacy Conference held in Edmonton, Alberta. One officer works specifically in the Access to Information and Privacy Unit, and the second is a Regional ATIP Liaison Officer in the Ottawa office.

In addition, WD provided two Privacy Awareness Workshops in each of its five regional offices for staff and managers, including a specific session of Information Management Technology staff in Edmonton. These workshops took place in May and June 2005. In total, 122 people attended general staff sessions and 54 individuals attended the manager's sessions.

2005-2006 Statistical Report on the *Privacy Act*



REPORT ON THE PRIVACY ACT

RAPPORT CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Institution WESTERN ECONOMIC DIVERSIFICATION CANADA DIVERSIFICATION DE L'ÉCONOMIE DE L'OUEST CANADA	Reporting period Période visée par le rapport 4/1/2005 to/à 3/31/2006
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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	3
Outstanding from previous period En suspens depuis la période antérieure	0
TOTAL	3
Completed during reporting period Traitées pendant la période visée par le rapport	3
Carried forward Reportées	0

II Disposition of requests 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	2
7. Transferred Transmission	0
TOTAL	3

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	1
61 to 120 days De 61 à 120 jours	1
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	1	0
Translation Traduction	0	0
TOTAL	1	0

VII Translations Traductions

Translations requested Traductions demandées	0
Translations prepared Traductions préparées	0
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) (\$000)
Salary Traitement	7,650.0
Administration (O and M) Administration (fonctionnement et maintien)	2,000.0
TOTAL	9,650.0
Person year utilization (all reasons) Années-personnes utilisées (raisons)	
Person year (decimal format) Années-personnes (nombre décimal)	0.10

Interpretation of the Statistical Report

a) Requests Received Under the Privacy Act

Between April 1, 2005, and March 31, 2006, WD received three (3) requests for personal information under the *Privacy Act*. All requests were completed during the reporting period, one within the initial 30-day period, one within the 31-60 day timeframe, and the third within 61 to 120 days.

Two of the privacy requests were abandoned by the applicant, and the third was disclosed in part.

b) Costs and Organization Changes

Total salary costs associated with the *Privacy Act* are estimated at \$7,650 for 2005-2006. Other costs amounted to \$2,000 for a total of \$9,650. The associated employee resources for 2005-2006 are fixed at one-tenth of one full-time equivalent (FTE) for administering the *Act*.

c) Permissible Disclosure of Personal Information

Personal information collected by WD in the course of its programs and activities is being disclosed only for the purpose for which it was collected in accordance with paragraph 8(2)(a) of the *Privacy Act*. During 2005-2006, WD did not disclose personal information for any other purposes as outlined in paragraphs 8(2)(b) through (m) inclusively.

Privacy Impact Assessments

In 2002, Treasury Board issued a policy that requires federal government institutions subject to the *Privacy Act* to conduct Privacy Impact Assessments (PIA) before establishing new programs, systems or policies or before making any substantial modifications to an existing program, system or policy.

During this reporting period, WD did not initiate any Privacy Impact Assessment (PIA); however the PIA initiated in 2004-2005 on the Human Resources Information System (HRIS) remains ongoing.

WD also undertook a Preliminary Privacy Impact Assessments (PPIA) on the Reporting and Measurement System. The PPIA concluded that a full assessment of the system was not required. This information was forwarded to the Office of the Privacy Commissioner of Canada, and they have proposed additional considerations in the administration of the system.

To date, WD has not posted any PPIA summaries on its institutional web sites.