



Canadian  
Heritage

Patrimoine  
canadien

Canada



# *Privacy Act*

Annual Report  
2007-2008



The Right to Know!

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# TABLE OF CONTENTS

<b>INTRODUCTION</b>	1
Statistical Report - Privacy Act Requests	2
<b>INTERPRETATION OF THE STATISTICAL REPORT PRIVACY ACT REQUESTS</b>	2
Time Limitations	2
Costs	2
<b>FORMAL/INFORMAL INTERFACE</b>	3
<b>COMPLAINTS/INVESTIGATIONS</b>	3
<b>EXEMPT BANKS</b>	3
<b>ADMINISTRATIVE PRACTICES</b>	3
Delegation of Authority	3
Procedures	3
Reading Room	3
Briefing Sessions/Information Pamphlet/Website	4
Preliminary Privacy Impact Assessments and Privacy Impact Assessments	4
Disclosure of personal information made under 8(2) of the <i>Privacy Act</i>	5
Data Matching Activities	5
Personal Information Banks/Classes of personal information	5
Privacy Working Group	5
<b>APPENDIX A</b>	<b>STATISTICAL REPORT PRIVACY ACT REQUESTS (April 1, 2007 to March 31, 2008)</b>
<b>APPENDIX B</b>	<b>DELEGATION ORDER CANADIAN HERITAGE</b>

# **PRIVACY ACT**

## **ANNUAL REPORT (April 1, 2007 to March 31, 2008)**

### **INTRODUCTION**

The information contained in this report pertains to the administration of the *Privacy Act* within the Department of Canadian Heritage.

The Department of Canadian Heritage is responsible for policies and programs relating to arts, culture, heritage, broadcasting, Canadian identity, multiculturalism, official languages, aboriginal culture and languages, youth, citizens' participation and sports. More specifically, areas of responsibility include:

- developing Canadian cultural and broadcasting policies; assisting cultural industries and arts and heritage organizations; and encouraging the creation, production, distribution, consumption and preservation of cultural and heritage goods and services;
- fostering Canadians' collective sense of self and promoting civic participation among all members of Canadian society;
- promoting a greater understanding of human rights;
- managing programs and initiatives related to the multicultural character of Canadian society;
- encouraging and developing sports; and
- advancing the equality of status and use of the official languages, and supporting the development of official-language minority communities.

Four (4) ministers with responsibilities related to Canadian Heritage have been appointed within the portfolio of the Minister of Canadian Heritage and Status of Women. They are the Minister of Canadian Heritage, Status of Women and Official Languages and Minister for La Francophonie, the Minister of Foreign Affairs and International Trade and Minister for the Pacific Gateway and the Vancouver-Whistler Olympics, the Secretary of State for Foreign Affairs and International Trade and Sport and the Secretary of State for Multiculturalism and Canadian Identity.

Regional operations are the responsibility of five regional offices (Atlantic, Quebec, Ontario, Prairies and Northern and Western).

The responsibility for the administration of the *Privacy Act* lies within the departmental Corporate Secretary's office. The Access to Information and Privacy Secretariat coordinates all activities related to the legislation within the Department both at headquarters and in the regions.

The following report presents an overview of activities carried out within the Department during the reporting period of April 1, 2007 to March 31, 2008.

### **Statistical Report - Privacy Act Requests**

The appended report (Appendix A) contains detailed statistics on the information requests processed under the *Privacy Act*.

## **INTERPRETATION OF THE STATISTICAL REPORT PRIVACY ACT REQUESTS**

Between April 1, 2007 and March 31, 2008, thirteen (13) formal information requests were received under the *Privacy Act*. One request was carried forward from the previous reporting period. Twelve (12) of these requests were completed during the reporting period under review. Two (2) requests were carried forward as they were received at the end of the reporting period.

Nine (9) requests resulted in the partial disclosure of the records. The information that was exempted from disclosure was personal information pertaining to other individuals.

The three (3) requests that were included in the "unable to process" category concerned records that did not exist.

### **Time Limitations**

During fiscal year 2007-2008, all requests were processed within the initial 30-day period.

### **Costs**

The costs reported in the statistical report include not only those costs incurred for the processing of information requests, but also those incurred for activities related to the administration of the Act such as the presentation of briefing sessions and the development of policies and procedures.

## **FORMAL/INFORMAL INTERFACE**

The Department continues to provide the public with information on an informal basis. Information is provided only when the Department is satisfied that the information requested concerns the individual requesting it or where at least one of the conditions outlined in subsection 8(2) of the Act is met.

## **COMPLAINTS/INVESTIGATIONS**

No complaints were filed by applicants with the Office of the Privacy Commissioner of Canada during the reporting period under review.

## **EXEMPT BANKS**

The Department maintains no exempt banks.

## **ADMINISTRATIVE PRACTICES**

### **Delegation of Authority**

Decision-making responsibility for the application of the various provisions of the *Privacy Act* is fully delegated to the Departmental Privacy Coordinator.

### **Procedures**

The Access to Information and Privacy Secretariat acts as a central coordinating point for the processing of information requests received under the *Privacy Act*. As such, the Secretariat maintains data banks and keeps statistical records on requests processed. Requests are received by the Secretariat and forwarded to the appropriate Program for retrieval of the requested records. Program officials retrieve the records and prepare preliminary recommendations concerning their disclosure. These recommendations are reviewed by the Secretariat. The Secretariat assesses the application of the Act and prepares the records for disclosure.

### **Reading Room**

To encourage the public to use existing channels for obtaining departmental information and in response to the requirements of the Act, a “Reading Room” is maintained within the Departmental Library. The content of the reading room is reviewed and updated on a regular basis.

The Reading Room contains publications to assist applicants to identify departmental records (e.g. [InfoSource](#), Departmental File Classification Manuals, etc.) and facilitate the formulation of requests. Copies of [InfoSource](#) and of departmental manuals are also available for consultation in departmental regional offices.

### **Briefing Sessions/Information Pamphlet/Website**

To ensure that all employees of the Department are aware of the legislation, an Employee Orientation Session is given periodically. These briefing sessions provide basic information on the provisions of the *Privacy Act*.

In 2007-2008, seventeen (17) information sessions on the *Privacy Act* were given to departmental employees in the National Capital Region. As well, two (2) information sessions were held in the Saskatoon and Yellowknife regional offices. In total, two hundred and forty-seven (247) employees attended these sessions.

An information pamphlet is available to employees of the Department, providing them with an overview of the *Privacy Act* so that they have a general understanding of this Act, the impact that it has on the Department and on their responsibilities with respect to the creation and conservation of departmental records. This pamphlet also describes the policies and procedures that promote efficiency and effectiveness in the collection, use and dissemination of information.

The Access to Information and Privacy Secretariat's website resides on the Department's intranet site. The website describes the ATIP Secretariat's roles and responsibilities and provides information on the *Privacy Act* and related departmental policies and procedures. The site is continuously being updated and new tools are added.

### **Preliminary Privacy Impact Assessments and Privacy Impact Assessments**

There were no Preliminary Privacy Impact Assessments initiated during the reporting period under review. None were carried forward from the previous year.

Two (2) new Privacy Impact Assessments were initiated during the reporting period under review. They concern the Young Canada Works and the Chinese Head Tax Programs. They are still ongoing. A review of previous Privacy Impact Assessments is underway to ensure that summaries are prepared and published on the Departmental Website. These assessments concerned the Culture.ca and Culture.scope web sites and the Canadian Heritage Information Network Agora and Knowledge Exchange websites.

### **Disclosure of personal information pursuant to 8(2) of the *Privacy Act***

There were no disclosures of personal information made during the reporting period under review.

### **Data Matching Activities**

There were no data matching activities during the reporting period under review.

### **Personal Information Banks / Classes of Personal Information**

An extensive review has been initiated of all personal information databases held by the Department to ensure compliance with the *Privacy Act*. An inventory of these databases is being created and stakeholders are being contacted.

### **Privacy Working Group**

In order to ensure compliance with the *Privacy Act*, a working group has been established within the Department. This group consists of experts in privacy, security and information technology. Their mandate is to oversee new projects that necessitate personal information collections and to provide strategic advice and recommendations in order to ensure compliance with the *Privacy Act* and related government policies and procedures.





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

Institution Canadian Heritage / Patrimoine canadien	Reporting period / Période visée par le rapport April 1, 2007 to March 31, 2008
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<b>I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels</b>		
Received during reporting period / Reçues pendant la période visée par le rapport		13
Outstanding from previous period / En suspens depuis la période antérieure		1
<b>TOTAL</b>		<b>14</b>
Completed during reporting period / Traités pendant la période visées par le rapport		12
Carried forward / Reportées		2

<b>II Disposition of request completed / Disposition à l'égard des demandes traitées</b>		
1.	All disclosed / Communication totale	0
2.	Disclosed in part / Communication partielle	9
3.	Nothing disclosed (excluded) / Aucune communication (exclusion)	0
4.	Nothing disclosed (exempt) / Aucune communication (exemption)	0
5.	Unable to process / Traitement impossible	3
6.	Abandoned by applicant / Abandon de la demande	0
7.	Transferred / Transmission	0
<b>TOTAL</b>		<b>12</b>

<b>III Exemptions invoked / Exceptions invoquées</b>		
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		9
S. Art 27		0
S. Art 28		0

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

<b>V Completion time / Délai de traitement</b>		
30 days or under / 30 jours ou moins		12
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

<b>VI Extentions / Prorogations des délais</b>			
	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		
Translation / Traduction	0	0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	

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

<b>VIII Method of access / Méthode de consultation</b>		
Copies given / Copies de l'original		9
Examination / Examen de l'original		0
Copies and examination / Copies et examen		0

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

<b>X Costs / Coûts</b>	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 4928.81
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 1007.81
<b>TOTAL</b>	<b>\$ 5936.62</b>
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	.10



CANADIAN HERITAGE  DELEGATED FINANCIAL SIGNING AUTHORITIES CHART			SPENDING AUTHORITY																		OTHER AUTHORITIES															
			EXPENDITURE INITIATION  Section 32 FAA - Commitment Authority															Section 34 FAA  Contract Performance																		
Position Level	POSITION TITLE	AREA OF AUTHORITY	Salaries & Other Personnel Costs	Recognition	Travel	Relocation	Isolated Posts	Training and Development	Hospitality	Conferences	Memberships	Standing Advances	Approval of Grants and Contributions	Grant or Contribution Agreements	Refunds of Revenue	Claims by and against the Crown	Ex Gratia Payments	Other Goods and Services	Travel, Relocation and Hospitality Claims	Grants and Contributions	Salaries & Other Personnel Costs	Other Goods and Services	Section 33 FAA Payment Authority	Leases and licences (Crown as tenant)	Loan Agreement (Material/Artifacts/Objects)	Losses of Money	Approve Debt Write-Off	Request or Acceptance of Set-Offs	Write-Off Material	Interest & Admin Charges Waiver	Access to Information and Privacy	TB Submissions & other related Documents				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
1	Deputy Minister/Associate Deputy Minister	Department	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F		
2	Assistant Deputy Minister/Associate Assistant Deputy Minister/Senior Advisor to the Deputy Minister or equivalent manager reporting to level 1	Assigned Funds Centre(s)/Cost Centre(s)	F	F	F	F	F	F	F	F	F		3	F	F	F	F	F	F	F	F	F	F		F	F	F									
3	Regional Executive Director	Region	F	F	F	F	F	F	F	F	F		3	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F			
3	Director General/General Counsel or equivalent manager reporting to level 2	Assigned Funds Centre(s)/Cost Centre(s)	F	F	F	F	F	F	F	F	F			F	F	F	F	F	F	F	F	F	F		F	F										
3	Chief Operating Officer for CHIN and CCI	Agency	F	F	F	F	F	F	F	F	F			F	F	F	F	F	F	F	F	F	F		F	F										
4	Director/Manager or equivalent manager reporting to level 3	Assigned Funds Centre(s)/Cost Centre(s)	F		F	F	F	F	F	F	F			F	F	F	F	F	F	F	F	F	F		F	F										
5	Chief/Head or equivalent manager reporting to level 4	Assigned Funds Centre(s)/Cost Centre(s)	F		F	F	F							F	F			F	F	F	F	F		F	F											
6	Supervisor/Senior Officer or equivalent manager reporting to level 5	Assigned Funds Centre(s)/Cost Centre(s)	F		F	F	F											F	F	F	F	F														
7	Administrative Officer/Executive Assistant or equivalent position reporting to any level	Assigned Funds Centre(s)/Cost Centre(s)																10				10														
<b>SPECIAL AUTHORITIES</b>																																				
	Senior Financial Officer (SFO)	Department										F			F	F	F	F	F	F	F	F					F	F	F	F						
	Senior Full-time Financial Officer (SFFO)	Department										F			F	F	F	F	F	F	F	F				F	F	F	F							
	Director General, Sport Canada	Assigned Funds Centre(s)/Cost Centre(s)											F																							
	Director General, Human Resources and Workplace Management (HRWM)	Department	F															F			F															
	Corporate Secretary	Department																																	F	
	Executive Director, Centre of Expertise for Grants and Contributions	Department																			F															
	Director, Accounting Operations, Financial Policies & Systems	Department										F			F	F	F	F	F	F	F	F					F		F							
	Director, Labour Relations, Compensation and Well-being (HRWM)	Department	F																		F															
	Director, Materiel Management & Contracting Services	Department																F														F				
	Director, Access to Information and Privacy Secretariat	Department																																	F	
	Manager, Compensation and Benefits (HRWM)	Department	F																			F														
	Chief, Departmental Accounting	Department										F			F							F	F	F										F		
	Manager, NCR Client Services	Department																																		
	Director, Corporate Services or equivalent position	Region														F		F	F	F	F	F										F	F			
	Financial Officer	Region																					F													
<b>RECOMMENDED BY:</b>  Original signed by Judith A. LaRocque on August 20, 2007 <b>Deputy Minister</b>			<b>APPROVED BY:</b>  Original signed by Josée Verner on August 21, 2007 <b>Minister</b>																																	

**Notes:**

1. This Chart must be read in conjunction with the **Notes to the Delegated Financial Signing Authorities Chart** and **Appendix A**, which defines terms/conditions and financial limitations to the Delegated Financial Signing Authorities Chart.
2. The letter "F" means that the position has been delegated full authorities **subject to specific authorities and dollar limitations** as described in **Appendix A** for the corresponding column.
3. Where dollar amounts are specified, e.g., 1 = \$1,000, these amounts cannot be exceeded. In addition, a blank cell means that no authority has been granted.