



2018–19 Annual Report to Parliament

Privacy Act



Agence spatiale
canadienne

Canadian Space
Agency

Canada



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Introduction

The *Privacy Act* (the Act) came into effect on July 1, 1983.

It extends the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution, and that provide individuals with a right of access to that information.

Pursuant to section 72, the head of every federal institution shall prepare an annual report on the administration of the Act within the institution. The reports are submitted to Parliament at the end of each fiscal year.

This report provides information on the activities of the Canadian Space Agency (CSA) related to the administration of the Act during the 2018–19 fiscal year.

Mandate of the Canadian Space Agency

To provide a better understanding of the context in which the Act is implemented at the CSA, this section gives an overview of the CSA’s objectives and activities.

The CSA reports to the Minister of Innovation, Science and Economic Development. Its mandate, as set out in the *Canadian Space Agency Act*, is “to promote the peaceful use and development of space, to advance the knowledge of space through science and to ensure that space science and technology provide social and economic benefits for Canadians.”



Mission

The CSA is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.

To fulfil its mission, the CSA:

- pursues excellence collectively;
- advocates a client-centred attitude;
- supports employee-oriented practices and open communications;
- commits itself to both empowerment and accountability; and
- pledges to co-operate and work with partners for our mutual benefit.

The CSA has been an inspiration to Canadians for more than 25 years. In addition to consolidating major federal space programs, it co-ordinates all the components of the Canadian Space Program and manages Canada's major space-related activities. The CSA has the skills to remain at the forefront of knowledge in the specialized fields where Canada excels, while sponsoring, supporting and encouraging Canada's promising and space-ready companies and institutions.

More information on the CSA's activities can be found at: <http://www.asc-csa.gc.ca>.



Organizational Structure

Delegations of Authority

Under the Act, the head of the CSA is the Minister of Innovation, Science and Economic Development. In June 2016, some of the powers under the Act were delegated by the Minister to the incumbents of the CSA positions of vice-president, chief information officer, and Access to Information and Open Data co-ordinator. The appended grid on delegation of authorities identifies the powers delegated.

The Access to Information and Open Data co-ordinator is responsible for implementing the Act on a daily basis and reports to the vice-president and the chief information officer.

The Access to Information and Privacy (ATIP) Office is managed by the Access to Information and Open Data co-ordinator and falls under the authority of the chief information officer. The ATIP Office has two employees who work closely with all areas of the CSA to implement and uphold the Act.

Evolving Role of the ATIP Office

In 2016–17, the ATIP Office was mandated not only to process requests under the Act and to report on its administration, but also to implement the Open Government initiative.

Open government is becoming a global priority in improving transparency and making information more readily available to the public. The Government of Canada is no exception in that regard and has implemented a series of commitments in which departments and agencies are taking part. The objective is to disseminate as much information as possible to the public, an activity that can be closely linked to the administration of the Act.





Further to a decision to link access-to-information and open government activities, the ATIP Office has become a one-stop shop for CSA employees wishing to share information and members of the public wishing to obtain information.

This innovative and effective pairing, which resulted from a centralization of activities, has made it possible for the CSA to optimize its acquisition and application of knowledge. However, in order to ensure that access-to-information service standards are met despite the addition of a second mandate, the CSA has assigned an additional full-time employee to access-to-information and open data activities.

Request Processing Procedure

When it receives a request under the Act, the ATIP Office consults the CSA's office of primary interest and, when necessary and appropriate depending on the case, Justice Canada, the information-related communities of practice, the Treasury Board Secretariat or other institutions.

The ATIP Office uses a computerized ATIP request processing system to record the administrative actions taken, to review the records in question and to apply any exceptions and exemptions.

Once the records have been analyzed and consultations have taken place, the ATIP Office recommends the application of exemptions to the CSA's vice-president and chief information officer, who are responsible for approving the release of records under the Act. The records in response to the requests are then sent to the requesters.



Highlights of the 2018–19 Statistical Report

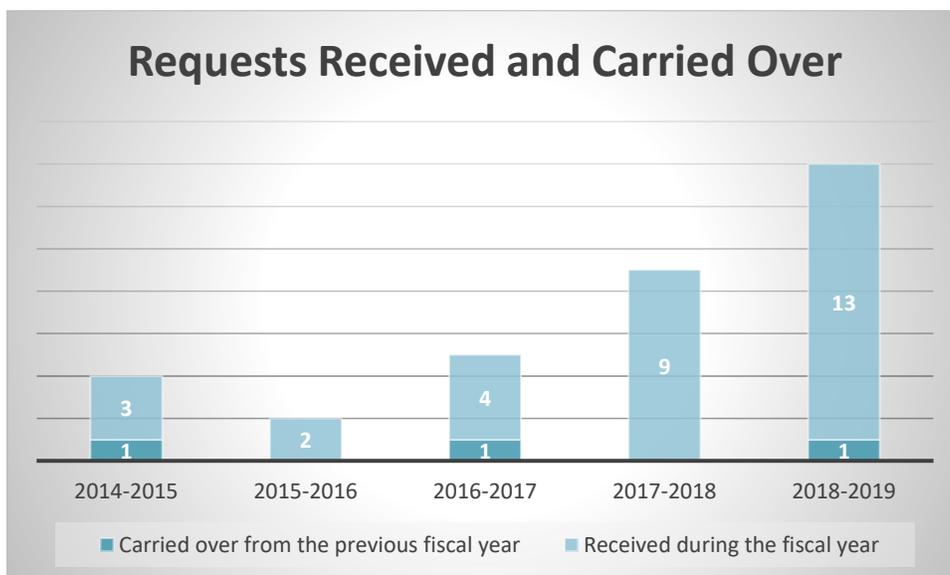
The statistical report for the period from April 1st, 2018, to March 31st, 2019, is included at the end of this chapter.

Requests Received and Processed

For a second year in a row, the CSA received a larger number of requests for access to personal information. Specifically, the number of requests received more than tripled from 4 to 9 in 2017–18 and then to 13 in 2018–19.

Of the 13 requests received, the CSA processed 13 during 2018–19, including an outstanding request from the previous reporting period. Only a single request was carried to the next fiscal year.

The significant increase in requests received and processed required a review of the allocated resources in the ATIP Office. The following table illustrates the trend in requests received and carried over during the last five fiscal years:





Provisions and Processing Times

The Act stipulates that requests must normally be responded to within 30 calendar days. Out of all the 2018–19 requests, a total of 12 (92%) were processed within this timeframe. Of those requests, eight (67%) were processed in less than 15 days, while another four (33%) were processed in between 16 to 30 days.

Exemptions and Exclusions Invoked

Exemptions, including under section 26, were invoked for three requests (50%) because they contained a great deal of information about other individuals. Furthermore, for one of the requests, the CSA invoked section 27, which stipulates the protection of information linked to solicitor-client privilege.

Finally, the CSA used the *Access to Information Act* to protect portions of information found in a number of requests and either obtained confidentially from other governments, or containing advice or testing procedures.

Format of Information Released

A total of six requests (46%) found answers in 2018–19, while no records existed for three (23%) of them. As for another four requests (31%), they were abandoned by the requesters during the process. This situation is beyond the Agency's control since it is mainly related to the fact that applicants do not respond to the requests for clarification. This was the case for three of the abandoned requests.

Out of these six responses, five were disclosed electronically whereas one was answered by paper.



Pages Reviewed and Disclosed

With the Treasury Board Secretariat's introduction in 2011–12 of a new detailed statistical report, it is now possible to report the number of pages reviewed and compare it with the number of pages disclosed.

The number of pages reviewed or disclosed can vary considerably from year to year, depending on the subject matter of the requests and the quantity of relevant records held by the CSA.

The increase in the number of requests in 2018–19 did not result in a direct increase in the average number of pages disclosed. In fact, an average of 764 pages per request was processed in 2017–2018, while this year there was an average of 213 pages.

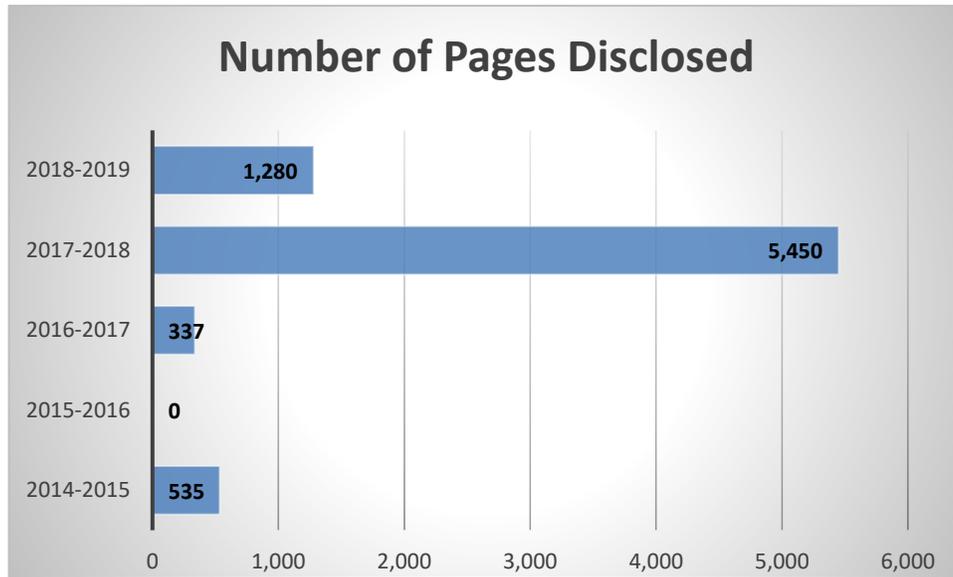
In total, 1,606 pages were processed, compared to 5,450 pages the previous year. In addition to the pages treated, 3 videos were processed.

The majority of the requests processed contained fewer than a hundred pages, while three others had between 101 and 500 pages. Finally, only one other request required the processing of 821 pages.





The following table illustrates the fluctuation in the number of pages disclosed over the last five years:



Consultations and Extensions

Of the 13 requests processed this year, four were disclosed in part and two others in full. The other requests had no records after research or were simply abandoned.

One single request was processed within 60 days due to consultations required by the Act. These consultations with three other federal institutions required an extension in accordance with the Act and were processed within the statutory deadlines.

Consultations Received from Other Federal Institutions

It is unusual for the CSA to receive consultation requests regarding personal information from other federal organizations. In 2018–19, the CSA did not receive any such requests.



Administration Fees and Costs

For the reporting period, the costs of administering the Act were estimated at \$23,962. Of this amount, the vast majority, \$22,881, was for salaries. The cost of goods and services amounted to \$1,081. Those expenditures primarily involved the maintenance and licensing costs for the electronic ATIP request processing system, as well as costs for administrative supplies, training and travel.



Training and Awareness-Raising

In addition to managing ATIP requests, ATIP Office staff provide CSA employees with guidance and advice on complying with the Act. The guidance and advice are presented in a personalized way based on the requests.

In addition, in 2018–19, the ATIP Office offered training on the Act to all CSA employees through its corporate calendar of mandatory and optional training. Employees were invited to take the Access to Information and Privacy Fundamentals (IO15) course given by the Canada School of Public Service. A total of 15 employees took the training.

Information sessions on processing ATIP requests and awareness-raising sessions on record marking at the CSA are also available upon request. However, none of those sessions were given in 2018–19.

Policies, Guidelines, Procedures and Initiatives

The CSA's policies, guidelines and procedures for administering the Act are posted on its intranet. In 2017–18, updates to those tools began. However, the work was suspended due to the introduction of Bill C-58 to amend the Act. Once the bill receives Royal Assent, the ATIP Office will complete the updates.

Summary of Key Issues and Actions Taken with Respect to Complaints or Audits

The CSA did not receive any complaints during the 2018–19 fiscal year, and no audits were conducted. Furthermore, in 2018–19, there were no unresolved complaints.



Compliance Monitoring

The time spent on processing requests is tracked through the electronic ATIP request processing system. For related CSA reporting purposes, reports, including a weekly report, are sent to senior management and others involved in the requests.

Material Privacy Breach

A privacy breach involves improper or unauthorized collection, use, disclosure, retention or disposal of personal information. In 2018–19, there were no material privacy breaches.

Disclosure in the Public Interest

The purpose of the CSA's policy on the use of personal information is to ensure that such information is used only for the purposes for which it was collected or for uses consistent with those purposes. In 2018–19, no personal information was disclosed under paragraphs 8(2)(m) and 8(5).

Privacy Impact Assessments

All government institutions that are subject to the Act and that create, sponsor or fund programs, projects or initiatives involving the collection, use or sharing of personal information are responsible for conducting a Privacy Impact Assessment. The Treasury Board of Canada Secretariat (TBS) [*Directive on Privacy Impact Assessment*](#) supports institutions such as the CSA in this activity. No privacy impact assessments were conducted in 2018–19.



Conclusion

Through its ATIP Office, the CSA will continue its mandate to respond to all requests for access to personal information in accordance with the spirit and letter of the Act. Its mandate will also include the dissemination of data and information as part of the Open Government initiative. In 2019–20, the CSA will strengthen the implementation of those activities by preparing the future operations required in anticipation of the implementation of Bill C-58.



Delegation Order



Canadian Space Agency

Agence spatiale canadienne

Access to Information Act and Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels

The Minister of Industry Canada, pursuant to section 73 of the *Access to Information Act* and 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 and functions of the Minister as the head of a government institution, under the section of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*, le ministre d'Industrie Canada 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 d'une institution fédérale, investi par les articles des lois mentionnées en regard de chaque poste. Le présent décret de délégation remplace et annule tout décret antérieur

Schedule / Annexe

Position / Poste

Access to information Act and Regulations / Loi sur l'accès à l'information et règlements

Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements

Vice President / Vice-président

Full authority / Autorité absolue

Full authority / Autorité absolue





Chief Information Officer /
Dirigeant principal de
l'information

Full authority / Autorité
absolue

Full authority / Autorité
absolue

Coordinator ATIP Services /
Coordonnateur, Services de
l'AIPRP

Section / Articles: 4(2.1), 7,
8(1), 9, 11(2), (3), (4), (5),
(6), 12, 25, 26, 27(1), (4),
43, 44, 71, 72

Section / Articles : 8(4), 9(1),
(4), 10, 15, 17, 31, 35(4),
72(1)

Dated, at the City of Ottawa
this 10 day of June

, 2016

Daté, en la ville d'Ottawa
ce 10 jour de Juin

2016

THE HONOURABLE NAVDEEP SINGH BAINS
MINISTER OF INDUSTRY (to be known as Minister of
INNOVATION, SCIENCE AND ECONOMIC
DEVELOPMENT)

L'HONORABLE NAVDEEP SINGH BAINS
MINISTRE D'INDUSTRIE CANADA (sera identifié comme Ministre
de l'INNOVATION, des SCIENCES et du DÉVELOPPEMENT
ÉCONOMIQUE)





Statistical Report on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: Canadian Space Agency

Reporting period: 2018-04-01 to 2019-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	13
Outstanding from previous reporting period	1
Total	14
Closed during reporting period	13
Carried over to next reporting period	1

Part 2: Requests Closed During the Reporting Period

2.1 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	1	1	0	0	0	0	0	2
Disclosed in part	1	2	1	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	2	1	0	0	0	0	0	3
Request abandoned	4	0	0	0	0	0	0	4
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	8	4	1	0	0	0	0	13



2.2 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	3
19(1)(f)	0	22.1	0	27	1
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 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

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	1	1	0
Disclosed in part	0	4	0
Total	1	5	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	32	19	2
Disclosed in part	1574	1261	4
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	4
Neither confirmed nor denied	0	0	0
Total	1606	1280	10



2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
All disclosed	2	19	0	0	0	0	0	0	0	0
Disclosed in part	0	0	3	440	1	821	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	4	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	6	19	3	440	1	821	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	1	0	0	0	1
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	1	0	0	0	1

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0



2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline 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

2.7 Requests for translation

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

Part 3: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
1	0	0	1

Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Part 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Interference With Operations	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	1	0



5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	1	0
Total	0	0	1	0

Part 6: Consultations Received From Other Institutions and Organizations

6.1 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	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

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

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	
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
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



6.3 Recommendations and completion time for consultations received from other organizations

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	
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
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

Part 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 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

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 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



Part 8: Complaints and Investigations Notices Received

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

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0
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Part 10: Resources Related to the Privacy Act

10.1 Costs

Expenditures		Amount
Salaries		\$21,978
Overtime		\$903
Goods and Services		\$1,081
• Professional services contracts	\$1,081	
• Other	\$0	
Total		\$23,962

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.30
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.30

Note: Enter values to two decimal places.



New Exemptions Under the <i>Privacy Act</i>	
Section	Number of requests
22.4 National Security and Intelligence Committee	0
27.1 Patent or Trademark privilege	0