



ANNUAL REPORT TO PARLIAMENT

ON THE ADMINISTRATION OF

THE *PRIVACY ACT*

April 1, 2015 – March 31, 2016

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Introduction

Sustainable Development Technology Canada (SDTC) is pleased to submit to Parliament its annual report on the administration of the *Privacy Act* for the reporting period commencing April 1, 2015 and ending March 31, 2016. This report is submitted in accordance with section 72 of the *Act*.

The *Privacy Act* took effect on July 1, 1983. The *PA* extends to individuals the right of access to information held by the government, about themselves, subject to specific and limited exceptions. The *Act* also protects individuals' personal information and gives individuals substantial control over its collection, use and disclosure.

Who we are

Sustainable Development Technology Canada (SDTC) is a not-for-profit foundation that finances and supports the development and demonstration of clean technologies which provide solutions to issues of climate change, clean air, water quality and soil, and which deliver economic, environmental and health benefits to Canadians.

SDTC operates three funds aimed at the development and demonstration of innovative technological solutions. The [SD Tech Fund™](#) supports projects that address climate change, air quality, clean water and clean soil. The [SD Natural Gas Fund™](#), an offshoot of the SD Tech Fund™, supports the development and demonstration of new downstream natural gas technology. It is the first of a series of Market Innovation Funds™, where funds from industry are matched by SD Tech Fund™ money, to foster sector-specific clean-tech solutions. The [NextGen Biofuels Fund™](#) (NGBF) supports the establishment of first-of-kind large demonstration-scale facilities for the production of next-generation renewable fuels. The NGBF is in its wind-down phase. Based on the remaining program time, new applicants would not be able to complete required phases of project development, construction, plant commissioning and start-up for commercial operation. For this reason, NGBF will not be accepting new applications.

SDTC also has two joint funding mechanisms, one with Climate Change and Emissions Management Corporation (CCEMC) and the other with Alberta Innovates Energy and Environment Solutions (AI-EES). [SDTC's joint fund with CCEMC](#) supports clean air projects that can demonstrate reductions in greenhouse gases. [SDTC's joint fund with AI-EES](#) supports sustainable water technology projects.

Our mission and mandate

SDTC commenced operation in November of 2001 with funding from the Government of Canada. SDTC's mission is to act as the primary catalyst in building a sustainable development technology infrastructure in Canada. The Foundation reports to Parliament through the Minister of Innovation, Science and Economic Development. We do much more than simply *fund* groundbreaking technologies. We work closely with an ever-growing network of stakeholders and partners to build the capacity of Canadian clean-technology entrepreneurs, helping them form strategic relationships, formalize their business plans, and build a critical mass of sustainable development capability in Canada.

Privacy activities

The President & CEO is the designated head of the institution for the *Privacy Act*. The President & CEO is responsible for the development, coordination and implementation of effective policies, guidelines, systems and procedures to enable efficient processing of requests under the *Privacy Act*. The ATIP office consists of an ATIP Coordinator and relies on the advice and guidance of consultants on an as needed basis.

The activities of the Access to Information and Privacy office include:

- Processing requests under the *Act*;
- Developing and maintaining policies, procedures and guidelines to ensure the *Act* is respected by the institution;
- Promoting awareness of the *Act* to ensure SDTC's responsiveness to the obligations imposed on the government;
- Monitoring SDTC's compliance with the *Act*, regulations and relevant procedures and policies;
- Preparing annual reports to Parliament and other statutory reports, as well as other material that may be required by central agencies;
- Representing SDTC in dealings with the Treasury Board Secretariat (TBS), the Privacy Commissioner and other government funds and agencies regarding the application of the *Act* as they relate to SDTC;
- Supporting SDTC in meeting its commitments in relation to greater openness and transparency through proactive disclosure of information and the disclosure of information through informal avenues.

During the reporting period SDTC received three privacy requests.

SDTC did not receive any *Privacy Act* complaints during this reporting period.

There was one formal training session conducted during the reporting period, and the ATIP coordinator attended quarterly community meetings hosted by Treasury Board Secretariat. Continuous advice and recommendations were provided by consultants on an as required basis to management and staff.

No new institution-specific privacy related policies, guidelines or procedures were implemented in the institution during the reporting period.

There were no Privacy Impact Assessments (PIAs) done during this reporting period.

There were no new data sharing activities during this reporting period.

During the reporting period, SDTC did not make any disclosures of personal information pursuant to subsection 8(2)(m) of the *Privacy Act*.

For 2015-2016, the costs directly associated with the administration of the *Privacy Act* are estimated at \$15,000.

Staff	\$10,000
Consultant fees	\$5,000
Office Equipment and Supplies	\$0

APPENDIX A

Statistical Report

Statistical Report on the *Privacy Act*Name of institution: Sustainable Development Technology CanadaReporting period: 2015-04-01 to 2016-03-31**Part 1: Requests Under the *Privacy Act***

	Number of Requests
Received during reporting period	3
Outstanding from previous reporting period	1
Total	4
Closed during reporting period	4
Carried over to next reporting period	0

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	0	0	0	0	0	0	0	0
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	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	4	0	0	0	0	0	4

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	4
19(1)(f)	0	22.1	0	27	2
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	0	0	0
Disclosed in part	4	0	0
Total	4	0	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	0	0	0
Disclosed in part	628	628	4
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	628	628	4

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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	86	3	542	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	1	86	3	542	0	0	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	0	4	0	0	4
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	4	0	0	4

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
0	0	0	0

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	0	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	0	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	0	0
Total	0	0	0	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	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	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		\$10,000
Overtime		\$0
Goods and Services		\$5,000
• Professional services contracts	\$5,000	
• Other	\$0	
Total		\$15,000

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.25
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	2.00
Students	0.00
Total	2.25

Note: Enter values to two decimal places.

APPENDIX B

Additional Reporting Requirements

Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
Sustainable Development Technology Canada	0

APPENDIX C

Delegation Order

Privacy Act

The designated Head of the Canadian Foundation for Sustainable Development Technology, pursuant to section 73 of the Privacy Act*, hereby designates the persons holding the positions set out in the schedule attached hereto to exercise the powers and functions of the head of the institution under the sections of the Act set out in the schedule opposite each position.



President & CEO

Date: May 30, 2016

*S.C. 1980-82, c.111

Schedule to the Privacy Act Delegation Order

Section or sub-section of the Act	Description	ATIP Coordinator
8(2)(j)	Disclose personal information for research purposes	X*
8(2)(m)	Disclose personal information in the public interest or in the interest of the individual	Not delegated
8(4)	Retain copy of s.8(2)(e) requests and records (discretionary disclosure to authorized investigative body)	X*
8(5)	Notify Privacy Commissioner of 8(2)(m) disclosures	X*
9(1)	Retain record of use	X*
9(4)	Notify Privacy Commissioner of new consistent use and amend public index	X*
10	Include personal information in personal information banks	X*
14	Notice to requester within 30 days	X*
15	Extension of time limits	X*
17(2)(b)	Language of access	X*
17(3)	Access in alternate format	X*
18(2)	Exemption – information in exempt bank	X*
19(1)	Exemption – personal information obtained in confidence from other governments	X*
19(2)	Where disclosure of s.19(1) personal information authorized	X*
20	Exemption – disclosure injurious to international affairs	X*
21	Exemption – disclosure injurious to international affairs of defence	X*
22	Exemption – information obtained as part of an authorized investigation or where disclosure injurious to law enforcement.	X*
23	Exemption – personal information related to sources in federal security clearances	X*
24	Exemption – certain personal information related to individuals under sentence for an offence	X*
25	Exemption – threat to safety of individuals	X*
26	Exemption – personal information about another individual	X*
27	Exemption – solicitor-client privilege	X*

Section or sub-section of the Act	Description	ATIP Coordinator
28	Exemption – certain medical information	X*
31	Receive notices of investigation	X*
33(2)	Right to make representations to Commissioner during an investigation	X*
35(1)	Receive Commissioner's reports and give notice of action taken	X*
35(4)	Give complainant access to information upon notifying Commissioner	X*

***denotes that the ATIP Coordinator is authorized to act and/or sign, subject to reviewing the decision beforehand with the President & CEO**