



SUSTAINABLE DEVELOPMENT
TECHNOLOGY CANADA

TECHNOLOGIES DU DÉVELOPPEMENT
DURABLE CANADA

ANNUAL REPORT TO PARLIAMENT

ON THE ADMINISTRATION OF

THE *PRIVACY ACT*

April 1, 2016 – March 31, 2017

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Introduction

Sustainable Development Technology Canada (SDTC) is pleased to submit to the Minister of Innovation, Science and Economic Development, for tabling in Parliament, its annual report on the administration of the *Privacy Act* for the reporting period commencing April 1, 2016 and ending March 31, 2017. 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 non-profit foundation created, and primarily funded, by the Government of Canada. SDTC is accountable to Parliament for the funds it receives through Innovation, Science and Economic Development Canada. SDTC is also independently governed; it is led by a Board of Directors that is comprised of leading Canadian business and sustainability professionals.

Our mission is to act as a catalyst and convenor for the cleantech ecosystem in Canada. We help entrepreneurs turn great ideas into great opportunities, advancing Canadian cleantech in both national and global arenas.

SDTC currently operates three funds that are actively accepting applications for 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 [TargetGHG Collaborative Technology Development Program](#) is a joint fund with Ontario Centres of Excellence (OCE) supporting the innovative development and demonstration of projects for GHG-reduction technologies. The [SDTC Joint Fund with Innovative Clean Energy](#) (ICE) of British Columbia, launched in April 2017, supports clean-energy projects and technologies that will mitigate or avoid provincial greenhouse gas emissions, including prototype deployment, field testing and commercial-scale demonstration projects.

SDTC continues to manage, but is no longer accepting applications to, the following historical funds. The [SD Natural Gas Fund™](#), an offshoot of the SD Tech Fund™, supporting the development and demonstration of new downstream natural gas technologies. The [NextGen Biofuels Fund™](#) (NGBF) supporting the establishment of first-of-kind large demonstration-scale facilities for the production of next-generation renewable fuels. And finally, the joint funding mechanisms, with Emissions Reduction Alberta (ERA) and Alberta Innovates Energy and Environment Solutions (AI-EES). SDTC's joint fund with ERA 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, and does much more than simply *fund* groundbreaking technologies.

Our corporate philosophy is composed for four key elements. **Nurture**: we are creating line-of-sight to ideas and companies with potential, and working with interested and relevant partners (i.e., universities, incubators, etc.) to improve project preparedness for companies seeking SDTC funding. **Build**: we are working to build our understanding of our companies' needs as they progress from invention through to innovation, providing support where possible and appropriate. This approach allows for a better understanding of the micro and macro realities of this cohort, which will help to improve services and support needed for commercialization. **Launch**: We are supporting SDTC-funded companies in the development of their first commercial plant or first material product order. A successful pre-commercial demonstration is not enough for a company to progress to meaningful sales and profits, particularly for capital-intensive projects. **Grow**: once our SDTC portfolio companies become commercially viable, domestically and internationally, we will leverage our expertise to help them along in their journeys. This includes gather information about successes and barriers, and advocating for continued success and growth.

Privacy activities

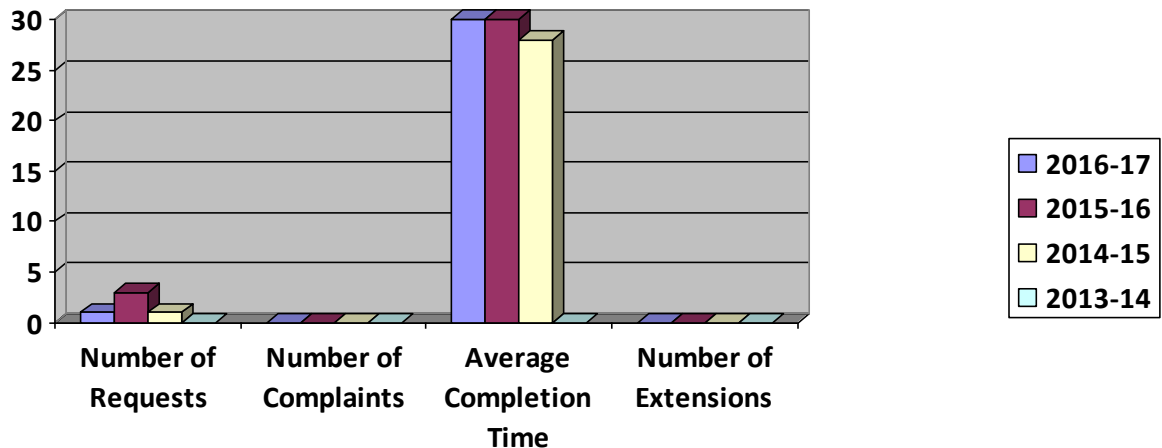
The President & CEO is the designated head of the institution for the *Privacy Act*. The President & CEO, with support from the VP Performance, is responsible for the development, coordination and implementation of effective policies, guidelines, systems and procedures to enable efficient processing of requests under the *Privacy Act*. The ATIP office consists of one ATIP Coordinator and relies on the advice and guidance of consultants and legal advisors 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.

Interpretation of Privacy statistical reports



From the above statistical analysis comparing this fiscal to the past three, SDTC received a typical amount of Privacy requests. SDTC monitors the time it takes to process requests manually. Recently, SDTC has obtained ATIP processing software that will monitor and alert the ATIP Coordinator to approaching deadlines. We are also in the process of implementing an electronic records document management system which will significantly reduce the amount of time it takes to collect requested records.

During the reporting period SDTC received one Privacy request.

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

There was no formal training session conducted during the reporting period. The ATIP Coordinator attended quarterly community meetings hosted by Treasury Board Secretariat. Continuous advice and recommendations were provided by consultants and legal counsel 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*.

No material privacy breaches occurred during the reporting period.

For 2016-2017, the costs directly associated with the administration of the *Privacy Act* are estimated at \$6,949.

Staff	\$4,500
Consultant fees	\$2,424
Office Equipment and Supplies	\$25

APPENDIX A

Statistical Report



Government of Canada
Gouvernement du Canada

Statistical Report on the *Privacy Act*

Name of institution: Sustainable Development Technology Canada

Reporting period: 2016-04-01 to 2017-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	1
Outstanding from previous reporting period	0
Total	1
Closed during reporting period	1
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	1	0	0	0	0	0	1
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	1	0	0	0	0	0	1

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	1
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	0	0	0
Disclosed in part	1	0	0
Total	1	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	206	206	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	206	206	1

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	0	0	1	206	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	0	0	1	206	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	0	0	0	0
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	0	0	0	0

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		\$4,500
Overtime		\$0
Goods and Services		\$2,449
• Professional services contracts	\$2,424	
• Other	\$25	
Total		\$6,949

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.15
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.10
Students	0.00
Total	0.25

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: June 5, 2017

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

Schedule to the Privacy Act Delegation Order

Section or sub-section of the Act	Description	VP Performance
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
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