



SUSTAINABLE DEVELOPMENT  
TECHNOLOGY CANADA

TECHNOLOGIES DU DEVELOPPEMENT  
DURABLE CANADA

# ANNUAL REPORT TO PARLIAMENT ADMINISTRATION OF THE *PRIVACY ACT*

April 1, 2019 – March 31, 2020

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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, 2019 and ending March 31, 2020. 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.

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## Who we are

Sustainable Development Technology Canada (SDTC) is the largest funder of cleantech entrepreneurs in Canada. Four years ago, we reimagined and transitioned the way we do business. We used to disperse \$70 million a year, we have accelerated that to almost \$121 million. Our streamlined approach to working with clients has deepened our understanding of the resiliency firms must have to scale-up. SDTC's world-class due diligence, faster decision times, expertise and knowledge allow companies to access support when they need it most. The Government of Canada's commitment in Budget 2017 helped to accelerate a transition at SDTC. We transformed our work to meet our clients' needs allowing them to focus their human capital on developing globally relevant firms, skills and solutions that can compete in a cutthroat global cleantech market.

In 2001, the Government of Canada created SDTC to identify and support Canadian companies with the potential to become leaders in developing new environmental technologies. Our goal is to support companies from seed through to success and we have invested over \$1.15 billion to make this happen. These companies are creating tens of thousands of jobs and reducing millions of greenhouse gas emissions annually in Canada and around the world.

Governance and oversight of the Foundation's activities are provided by an independent, 15-member Board of Directors made up of private and not-for-profit sector leaders from across Canada with a broad range of experience and expertise. This Board oversight includes accountability for the management of the Foundation's financial matters, strategic direction and business affairs. A list of the current Board of Directors and Members can be found at [sdtc.ca](http://sdtc.ca).

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## Mission

SDTC's mission is to identify and fund Canadian companies developing and demonstrating new technologies with the potential to transform the environmental and economic prosperity of Canada. With our support and funding, we want to accelerate their ability to become global leaders in their field.

We do this by:

- Funding the development and demonstration of new environmental technologies
- Fostering and encouraging collaboration among organizations in the private sector, academia, the not-for-profit sector and others to develop and demonstrate new technologies
- Promoting the timely diffusion of new technologies across key economic sectors in Canada

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## Accountability to Parliament

In addition to being accountable to its Board of Directors, SDTC is accountable to Parliament through the Minister of Innovation, Science and Economic Development Canada (ISED).

In its accountability to Parliament, SDTC adheres to many federal Acts and has been asked to participate in a number of federal reviews and evaluations undertaken by federal government departments including the Office of the Auditor General of Canada and the Treasury Board of Canada Secretariat.

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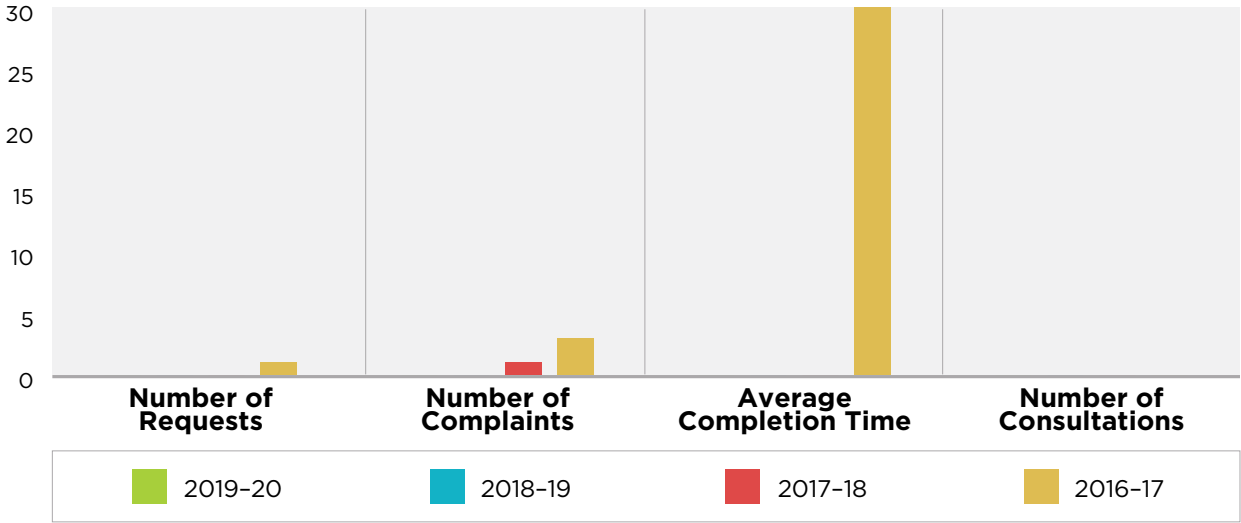
## Privacy Activities

The President & CEO is the designated head of the institution for the *Privacy Act*. The President & CEO, with support from the VP Partnerships & Ecosystem, 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;
- 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; and
- 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 continues to receive fewer Privacy requests than in the past. SDTC currently deploying an electronic records document management system which will significantly reduce the amount of time it takes to collect responsive records.

During the reporting period SDTC did not receive any Privacy requests.

SDTC received no *Privacy Act* complaints during this reporting period.

There were three formal training sessions conducted during the reporting period. Two training sessions were refreshers for existing staff, and one was part of the onboarding process for new staff. 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 audits were conducted during the reporting period.

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) completed 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 2019-2020, the costs directly associated with the administration of the *Privacy Act* are estimated at \$952.

Staff	\$952
Consultant fees	\$0
Office Equipment and Supplies	\$0

# Appendix A – Statistical Report

## Statistical Report on the *Privacy Act*

**Name of institution:** Sustainable Development Technology Canada

**Reporting period:** 2019-04-01 to 2020-03-31

### Section 1: Requests Under the *Privacy Act*

#### 1.1 NUMBER OF REQUESTS

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
<b>Total</b>	0
Closed during reporting period	0
Carried over to next reporting period	0

### Section 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	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
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
<b>Total</b>	0	0	0	0	0	0	0	0

## 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	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	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

Paper	Electronic	Other
0	0	0

## 2.5 COMPLEXITY

### 2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

## 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	0	0	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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	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
<b>Total</b>	0	0	0	0	0

## 2.6 CLOSED REQUESTS

### 2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0



## 2.7 DEEMED REFUSALS

### 2.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations/ Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

### 2.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timeline 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
<b>Total</b>	0	0	0

## 2.8 REQUESTS FOR TRANSLATION

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

### Section 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

### Section 4: Extensions

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
<b>Total</b>	0

## Section 5: Extensions

### 5.1 REASONS FOR EXTENSIONS AND DISPOSITION OF REQUESTS

Number of requests where an extension was taken	15(a)(i) Interference with operations				15(a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
0	0	0	0	0	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 or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

## Section 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
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over to the next 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
<b>Total</b>	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
<b>Total</b>	0	0	0	0	0	0	0	0

## Section 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
<b>Total</b>	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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 8: Complaints and Investigations Notices Received

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

## Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)

### 9.1 PRIVACY IMPACT ASSESSMENTS

Number of PIA(s) completed	0
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### 9.2 PERSONAL INFORMATION BANKS

Personal Information Banks	Active	Created	Terminated	Modified
	34	0	0	0

## Section 10: Material Privacy Breaches

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

## Section 11: Resources Related to the *Privacy Act*

### 11.1 COSTS

Expenditures	Amount
Salaries	\$952
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
<b>Total</b>	<b>\$952</b>

### 10.2 HUMAN RESOURCES

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.02
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.02</b>

**Note:** Enter values to two decimal places.

# Appendix B – Additional Reporting Requirements

Section	Number of Requests
22.4 National Security and Intelligence Committee	0
27.1 Patent or Trademark privilege	0

## COMPLETED PRIVACY IMPACT ASSESSMENTS (PIAs)

Institution	Number of Completed PIAs
Sustainable Development Technology Canada	0

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# Appendix C – Delegation Order

## Privacy Act

The designated Head of the Canada Foundation for Sustainable Development Technology (SDTC) 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.

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President	Date
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\* S.C. 1980-82, c.111

## SCHEDULE TO THE PRIVACY ACT DELEGATION ORDER

Section or subsection of the Act	Description	ATIP Coordinator	Vice President Partnerships & Ecosystem
8(2)(j)	disclose personal information for research purposes	X	X
8(2)(m)	disclose personal information in the public interest or in the interest of the individual	not delegated	not delegated
8(4)	retain copy of s.8(2)(e) requests and records (discretionary disclosure to authorized investigative body)	X	X
8(5)	notify Privacy Commissioner of 8(2)(m) disclosure	X	X
9(1)	retain record of use	X	X
9(4)	notify Privacy Commissioner of new consistent use and amend public index	X	X
10	include personal information in personal information banks	X	X
14	notice to requester within 30 days	X	X
15	extension of time limits	X	X
17(2)(b)	language of access	X*	X
17(3)	access in alternate format	X*	X
18(2)	exemption - information in exempt bank	X	X
19(1)	exemption - personal information obtained in confidence from other governments	X*	X
19(2)	where disclosure of s.19(1) personal information authorized	X	X
20	exemption - disclosure injurious to international affairs	X*	X
21	exemption - disclosure injurious to international affairs or defence	X*	X
22	exemption - information obtained as part of an authorized investigation or where disclosure injurious to law enforcement.	X*	X
23	exemption - personal information related to sources in federal security clearances	X*	X
24	exemption - certain personal information related to individuals under sentence for an offence	X*	X
25	exemption - threat to safety of individuals	X*	X
26	exemption - personal information about another individual.	X*	X
27	exemption - solicitor-client privilege	X*	X
28	exemption - certain medical information	X*	X
31	receive notices of investigation	X	X
33(2)	right to make representations to Commissioner during an investigation	X*	X
35(1)	receive Commissioner's reports and give notice of action taken	X	X
35(4)	give complainant access to information upon notifying Commissioner	X	X

\* denotes that the ATIP Coordinator is authorized to act and/or sign, subject to reviewing the decision beforehand with the Vice President Partnerships & Ecosystem.





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