



**SUSTAINABLE DEVELOPMENT
TECHNOLOGY CANADA**

**TECHNOLOGIES DU DEVELOPPEMENT
DURABLE CANADA**

ANNUAL REPORT TO PARLIAMENT

ON THE ADMINISTRATION OF THE *PRIVACY ACT*

April 1, 2021 – March 31, 2022

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Introduction

Sustainable Development Technology Canada (SDTC) is pleased to submit to the Minister of Innovation, Science and Industry, for tabling in Parliament, its annual report on the administration of the *Privacy Act* for the reporting period commencing April 1, 2021 and ending March 31, 2022. 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) helps Canadian companies develop and deploy sustainable technologies by delivering critical funding support and promoting the development of a robust Canadian ecosystem that supports innovation. 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

As an independent federal foundation and flagship program, our funding of Canadian entrepreneurs has created jobs, growth, and long-term prosperity for Canada. Since inception, SDTC has invested over \$1.53 billion in Canadian companies who have created nearly 21,000 jobs and are generating \$3.1 billion in annual revenues. Our companies have reduced greenhouse gas emissions by an estimated 22.6 megatonnes annually, equivalent to taking almost 7 million cars off the roads every year.

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 of the Foundation can be found at sdtc.ca.

Mission

Our mission is to identify and fund Canadian companies that are developing, demonstrating and commercializing new technologies with the potential to transform Canada's environmental and economic prosperity. With our support and funding during seed, start-up and scale-up stages, we are accelerating Canadian companies' ability to become global leaders in their fields.

Accountability to Parliament

SDTC is accountable to Parliament through the Honourable François-Philippe Champagne, Minister of Innovation, Science and Industry.

Our Board of Directors is responsible for the strategic vision of the foundation and provides fiduciary oversight through four sub-committees: Audit, Governance and Nominating, Human Resources, and Project Review.

Collectively, the Board of Directors brings experience and expertise from multiple sectors and represents diversity in gender, language, ethnicity and region. For the current list of Directors, visit: www.sdtd.ca.

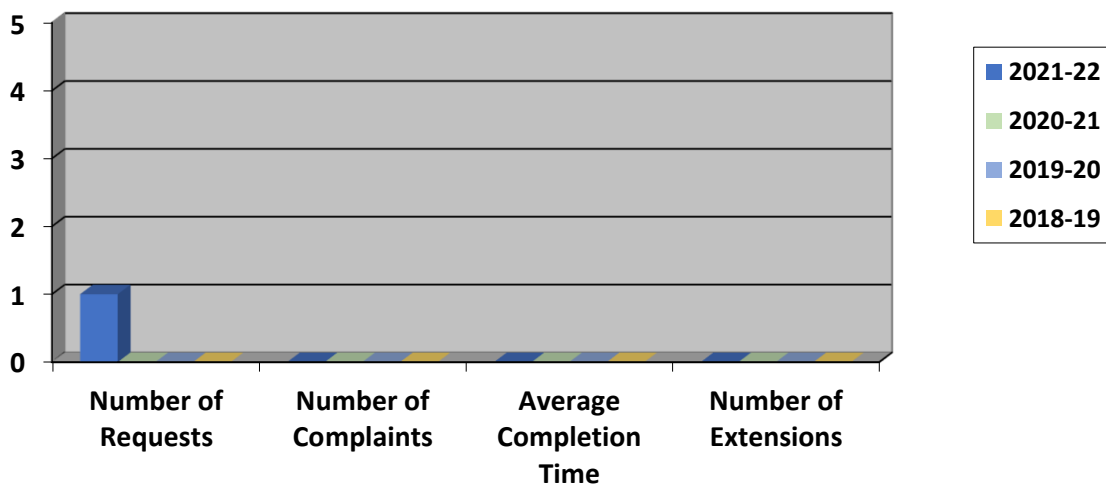
Privacy Activities

The President & CEO is the designated head of the institution for the *Privacy Act*. The President & CEO, with support from the VP IT & Data Strategy, 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



During the reporting period SDTC received one Privacy request that was ultimately abandoned. SDTC's ability to respond and receive privacy requests was not affected by COVID-19.

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

There were eight formal training sessions conducted during the reporting period. The training sessions were a mix of new employee onboarding and ATIP refreshers for existing 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 2021-2022, the costs directly associated with the administration of the *Privacy Act* are estimated at \$3,166.

Salaries	\$1,283
Professional service contracts	\$1,883

APPENDIX A – Statistical Report

Name of institution: Sustainable Development Technology Canada

Reporting period: 4/1/2021 to 3/31/2022

Section 1: Requests Under the Access to Information Act

1.1. Number of requests

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		1
Closed during reporting period		1
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2. Channels of requests

Source	Number of Requests
Online	1
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	1

Section 2: Informal Requests

2.1. Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0

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2.2. Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3. Completion time of informal requests

Completion Time							
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	Total
0	0	0	0	0	0	0	0

2.4. Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period**3.1. Disposition and completion time**

Disposition of Requests	Completion Time							
	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	Total
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 transferred	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	1
Total	1	0	0	0	0	0	0	1

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3.2. 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)(a)(i)	0	24(b)	0
19(1)(d)	0	22(1)(b)	0	25	0
19(1)(e)	0	22(1)(c)	0	26	0
19(1)(f)	0	22(2)	0	27	0
20	0	22.1	0	27.1	0
21	0	22.2	0	28	0
		22.3	0		
		22.4	0		

3.3. 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

3.4. Format of information released

Paper	Electronics				Other
	E-record	Data set	Video	Audio	
0	0	0	0	0	0

3.5. Format des documents communiqués**3.5.1. Relevant pages processed and disclosed for paper and e-record formats**

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	1

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3.5.2. Relevant pages processed by request disposition for paper and e-record formats

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
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	1	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	0	0	0	0	0	0	0	0	0

3.5.3. Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4. Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less Than 60 Minutes Processed		Less Than 60 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5. Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

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3.5.6. Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		Less Than 60 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.7. Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
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
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Total	0	0	0	0

3.6. Closed Requests**3.6.1. Requests closed within legislated timelines**

Number of requests closed within legislated timelines	1
Percentage of requests closed within legislated timelines (%)	100

3.7. Deemed refusals**3.7.1. 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

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3.7.2. 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
Total	0	0	0

3.8. Requests for translation

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

Section 4: Disclosure Under Subsection 8(2) and 8(5)

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

Section 5: Requests for Correction of Personal Information and Notations

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

Section 6: Extensions**6.1. 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

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6.2. 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
Total	0	0	0	0	0	0	0	0

Section 7: Consultations Received From Other Institutions and Organizations**7.1. Consultations received from other Government of Canada institutions and other organizations**

Consultations	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
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2. Recommendations and completion time for consultations received from other Government of Canada

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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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

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7.3. Recommendations and completion time for consultations received from other organizations outside the Government of Canada

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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1. Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages	
	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

8.2. Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages	
	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

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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

Section 9: Complaints and Investigations Notices Received

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

Section 10: Privacy Impact Assessment (PIAs) and Personal Information Banks (PIBs)**10.1. Privacy Impact Assessments**

Number of PIAs completed	0
Number of PIAs modified	0

10.2. Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	0	0	0	0
Central	0	0	0	0
Total	0	0	0	0

Section 11: Privacy Breaches**11.1. Material Privacy Breaches reported**

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

11.2. Non-Material Privacy Breaches

Number of non-material privacy breaches	1
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Section 12: Resources Related to the Privacy Act**12.1. Allocated Costs**

Expenditures		Amount
Salaries		\$1,283
Overtime		\$0
Goods and Services		\$1,883
• Professional services contracts	\$1,883	
• Other	\$0	
Total		\$3,166

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12.2. Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.050
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.050
Students	0.000
Total	0.100

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

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.

DocuSigned by:

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President

Date: August 22, 2022 | 10:59:28 EDT

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

Schedule to the Privacy Act Delegation Order

Section or sub-section of the Act	Description	ATIP Coordinator	Vice President, IT & Data Strategy
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 IT & Data Strategy.