



**SUSTAINABLE DEVELOPMENT
TECHNOLOGY CANADA**

**TECHNOLOGIES DU DEVELOPPEMENT
DURABLE CANADA**

ANNUAL REPORT TO PARLIAMENT

ON THE ADMINISTRATION OF THE *PRIVACY ACT*

April 1, 2022 – March 31, 2023

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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, 2022 and ending March 31, 2023. 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.sdtc.ca.

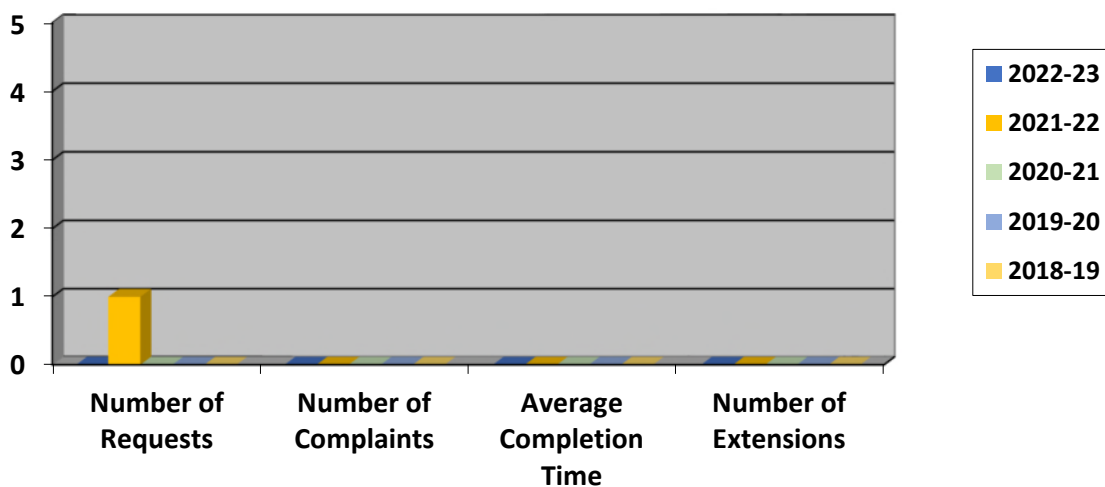
Privacy Activities

The President & CEO is the designated head of the institution for the *Privacy Act*. The President & CEO, with support from the VP People & Technology, 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 did not receive any privacy requests. SDTC's ability to respond and receive privacy requests was not affected by COVID-19.

Sustainable Development Technology Canada

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 2022-2023, there were no costs directly associated with the administration of the *Privacy Act*.

APPENDIX A – Statistical Report

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)(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		

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	Electronic				Other
	E-record	Data set	Video	Audio	
0	0	0	0	0	0

3.5 Complexity

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	0

3.5.2 Relevant pages processed by request disposition for paper and e-record formats by size of requests

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	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	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		60-120 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

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

Disposition	Less than 60 Minutes processed		60-120 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	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

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

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

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

3.7.2 Request 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: Disclosures Under Subsections 8(2) and 8(5)

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

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 Assessments (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	0
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Section 12: Resources Related to the Privacy Act**12.1 Allocated Costs**

Expenditures		Amount
Salaries		\$0
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$0

12.2 Human Resources

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

Note: Enter values to three decimal places.

APPENDIX B – Additional Reporting Requirements

Supplemental Statistical Report on the Access to Information Act and the Privacy Act

 Name of institution: Sustainable Development Technology Canada

 Reporting period: 2022-04-01 to 2023-03-31
Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the Access to Information Act

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0

Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	2
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	2

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

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:

3BEF88EEA60B479...

Leah Lawrence
President and CEO

August 17, 2023 | 15:40:53 EDT

Date

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

Sustainable Development Technology Canada

Schedule to the Privacy Act Delegation Order

Section or sub-section of the Act	Description	ATIP Coordinator	Vice President, People & Technology
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 People & Technology.

Certificate Of Completion

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 l.lawrence@sdtc.ca
 President and CEO
 Sustainable Development Technology Canada
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Signature

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Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

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Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

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Certified Delivered	Security Checked	August 17, 2023 15:40
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Completed	Security Checked	August 17, 2023 15:40

Payment Events

Status

Timestamps