



Annual Report to Parliament on the Access to Information Act and Privacy Act

2020-2021

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Part 1: Annual Report on the Administration of the *Access to Information Act*

Introduction

The *Access to Information Act* (ATIA), enacted in 1983 and recently amended in 2019, provides individuals in Canada with a right of access to records under the control of federal government institutions. The principles encompassed by the ATIA are that government information should be available to the public, necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government.

The ATIA is intended to complement existing procedures for obtaining government information and is not to limit in any way the type of information that is normally available to the public, thereby denoting the importance of informal access and proactive disclosure.

This report is prepared and tabled in Parliament in accordance with section 94 of the *Access to Information Act*.

The Canadian Commercial Corporation (CCC) is a Crown corporation listed in Schedule III, Part I of the *Financial Administration Act* that reports to Parliament through the Minister of Small Business, Export Promotion and International Trade. CCC has a mandate to facilitate the export of Canadian goods and services and acts as Canada's international contracting and procurement agency.

The Corporation's primary activity involves the establishment of government-to-government contracts with foreign government buyers to provide goods and services available for export from Canada. CCC then enters into contracts with Canadian exporters to fulfill the requirements of these government-to-government contracts. The procurement and contracting services provided for the benefit of Canadian exporters allows them to access markets where risk, transparency and competitiveness require a government-to-government arrangement.

While CCC is actively engaged in the aerospace, defence, security and infrastructure sectors, it also supports emerging and developing markets such as clean tech and communication technology where foreign governments may require additional capacity to undertake complex and timely projects. CCC can operate either as prime contractor selling to governments, or as a procurement agent sourcing Canadian goods and services on behalf of governments in other countries. The Corporation also procures goods and services on behalf of other federal government institutions to assist the Government of Canada fulfill its in-kind aid contributions worldwide.

Organizational Structure

The Corporation's Legal Services manage the administration of the *Access to Information Act*. There is one full time law clerk dedicated to carrying out all access to information and privacy related activities and requests. The ATIP Law Clerk is responsible for processing requests for information, internal and external reporting, developing and reviewing internal policies and procedures, providing training and awareness, and ensuring that CCC is compliant with the ATIA, its regulations and related policy instruments. The ATIP

Law Clerk reports to and is supported by a Senior Legal Counsel who has delegated authority under the ATIA. The Senior Legal Counsel responsible for ATIP reports directly to the Vice President of Legal Services who is a member of the Corporation's executive committee and reports directly to the President. The Vice-President of Legal Services is designated as CCC's ATIP Coordinator and is the primary point of contact for the Treasury Board Secretariat.

Delegation Order

The head of CCC, as defined by the ATIA, is the President and Chief Executive Officer. Pursuant to section 95 of the ATIA, the President may delegate all or some of their authority in order to meet its legislative obligations.

By way of a Delegation Order, signed October 15, 2019, the President delegated all of their powers, duties and functions under the ATIA to CCC's Senior Legal Counsel. Some administrative duties and powers are also delegated to the ATIP Law Clerk.

A copy of the Delegation Order is attached at Annex A.

Performance Overview

The following scorecard highlights CCC's performance for the fiscal year and provides information about multi-year trends. CCC experienced a significant decrease in both requests received under the ATIA and consultation requests received from other institutions in the fiscal year. While CCC's performance is measured in terms of average completion time and the percentage of requests completed within the legislated time limit, the volume and complexity of individual requests can greatly impact those results. For more information about CCC's performance and statistics, please see a copy of its 2020-2021 Statistical Report on the *Access to Information Act*, attached at Annex B.

Formal Requests		This year		Last year	Five years ago
Number of requests received		2	↓	9	40
Number of requests closed		2	↓	11	23
Number of requests declined to act		0	-	0	N/A
Total number of pages processed		8	↓	334	7,119
Time Limits					
Average completion time in days		30	↓	65	N/A*
Number of extensions taken		0	↓	4	7
Percentage completed within time limit		100%	↑	91%	87%
Disposition					
NEW!	Number of requests disclosed in full	0	-	1	9
	Percentage that were disclosed in full	N/A	-	N/A*	N/A*
NEW!	Number of requests disclosed in part	1	-	5	7
	Percentage that were disclosed in part	50%	-	N/A*	N/A*
	Number of requests exempted in full	0	-	1	3
Most frequently applied exemption		15(1)-I.A.	-	15(1)-I.A.	18(b) & 19(1)
Complaints					

Number of complaints received	0	-	0	0
Number of complaints closed	1	-	1	0
Consultations from other Institutions	This Year		Last Year	Five years ago
Number of consults received	0	↓	10	21
Total number of pages consulted	22	↓	141	794
Average response time in days	253	↑	17	N/A*

* No data available.

CCC received and closed two requests under the ATIA, one for which there were no records responsive to the request. Both were completed within the original 30 day statutory time line. As a result, CCC did not need to take any extensions in the fiscal year. CCC did not receive any new consultation requests, however one consultation request was carried forward from the previous reporting period. After being put on hold by the other government institution due to COVID-19 delays, the consultation request was finally completed within 181-365 days.

The Impact of COVID-19

COVID-19 and the subsequent closure of government offices has not affected CCC's ability to process access to information requests, however CCC experienced a noticeable decrease in the volume of requests it received. CCC's office remained closed at the end of the fiscal year and its employees continue to work from home, however a facilities coordinator remains on site to accept mail and courier deliveries. Due to security requirements, CCC's network is only capable of processing records up to Protected B in a remote work setting. As part of phase 3 of its return to occupancy plan that was implemented in September 2020, CCC employees are permitted access to the office for operational reasons, such as processing paper records and records that are classified as Protected C or higher.

Training and Awareness

CCC did not undertake any formal training with respect to the *Access to Information Act* during the reporting period. Legal Services employees are well-versed in the application of the ATIA, and promote awareness about CCC's obligations under the ATIA throughout the course of corporate activities.

Policies, Guidelines, Procedures and Initiatives

During the reporting period, CCC did not implement any new policies, guidelines, or procedures pertaining to Access to Information. However, in 2019, CCC approved a Transparency and Accountability Policy that establishes the proactive disclosure of certain information regarding the Corporation's activities. In accordance with the policy, CCC will begin publishing a quarterly report of its signed export transactions, known as Transactional Disclosure. During the fiscal year, Legal Services with the assistance of the ATIP Law Clerk, researched and developed the strategy for the implementation of Transactional Disclosure, taking into account CCC's obligations under the ATIA. The first Transactional Disclosure report will be published in the 2021-2022 fiscal year.

Complaints

CCC did not receive any new complaints, nor were any internal audits performed during the reporting period. CCC learned that three outstanding complaints had been resolved or discontinued in the previous fiscal year, however it did not receive the notices from the Office of the Information Commissioner due to an administrative oversight. One additional complaint was discontinued during the reporting period, and CCC has one outstanding complaint.

Monitoring Compliance

CCC did not monitor the time taken to process access to information requests during the reporting period, however the disposition and completion time for closed requests can be found in the attached Statistical Report on the *Access to Information Act*.

Part 2: Annual report on the Administration of the *Privacy Act*

Introduction

The *Privacy Act* (PA), enacted in 1983, enhances the privacy of individuals by governing the way in which government institutions can collect, use, disclose, store and dispose of personal information. The PA also provides individuals with a right of access and correction to their personal information under the control of a government institution. If an individual is concerned about the way in which a government institution handles their personal information, they can make a complaint to the Office of the Privacy Commissioner.

The PA only applies to federal government institutions. Private sector institutions are governed by the *Personal Information Protection and Electronic Documents Act* (PIPEDA) and by provincial or territorial legislation.

This report is prepared and tabled in Parliament in accordance with section 72 of the *Privacy Act*.

The Canadian Commercial Corporation (CCC) is a Crown corporation listed in Schedule III, Part I of the *Financial Administration Act* that reports to Parliament through the Minister of Small Business, Export Promotion and International Trade. CCC's mandate is to facilitate the export of Canadian goods and services and acts as Canada's international contracting and procurement agency. A further description of CCC's role and activities can be found in Part 1 of this document. Given the nature of CCC's business, it does not routinely collect or use personal information from members of the general public. The majority of the personal information that CCC handles belongs to its employees.

Organizational Structure

In addition to administering the *Access to Information Act*, the Corporation's Legal Services is also responsible for the administration of the *Privacy Act*. There is one full time law clerk dedicated to carrying out all access to information and privacy related activities and requests. The ATIP Law Clerk is responsible for processing privacy requests, internal and external reporting, developing and reviewing internal policies and procedures, reviewing contracts that have privacy implications, conducting Privacy Impact Assessments (PIAs), providing training and awareness, and ensuring that CCC is compliant with the *Privacy Act*, its regulations and related policy instruments. The ATIP Law Clerk reports to and is supported by a Senior Legal Counsel who has delegated authority under the PA. The Senior Legal Counsel responsible for ATIP reports directly to the Vice President of Legal Services who is a member of the Corporation's executive committee and reports directly to the head of the Institution. The Vice-President of Legal Services is designated as CCC's ATIP Coordinator and is the primary point of contact for the Treasury Board Secretariat.

Delegation Order

For the purposes of section 3 of the *Privacy Act*, the "head" of CCC is the President and Chief Executive Officer. Pursuant to section 73, the head may delegate all or some of their authority under the Act.

By way of a Delegation order, the President signed a new Delegation Order, delegating all of their powers, duties and functions under the PA to CCC's Senior Legal Counsel. Some administrative duties and functions are also delegated to the ATIP Law Clerk.

A copy of the Delegation Order, signed October 15, 2019, is attached at Annex A.

Performance Overview

In line with the multi-year trend, CCC did not receive any requests for personal information under the *Privacy Act* during the reporting period. In the past five years, CCC has only received one request under the PA. The majority of personal information collected by CCC pertains to its employees, and employees can request access to their personal information on an informal basis, without having to resort to making a formal request under the *Privacy Act*. CCC does not track informal requests for personal information. As a result, there is not enough data to provide an overview of CCC's performance in this regard.

A copy of the 2020-2021 Statistical Report on the *Privacy Act* that was submitted to the Treasury Board Secretariat is attached as Annex C.

The Impact of COVID-19

COVID-19 and the subsequent closure of government offices did not affect CCC's ability to process requests under the *Privacy Act*, as the corporation did not receive any requests during the reporting period. Even though CCC's office remained closed at the end of the fiscal year and its employees continue to work from home, CCC continues to have full capacity to fulfill its responsibilities under the PA.

Training and Awareness

CCC did not undertake any formal privacy training initiatives during the reporting period, however program areas consult with and seek guidance from Legal Services as the need arises, particularly with respect to activities or contracts that involve personal information. All employees were required to complete a six module training program on cyber security which covered topics such as security awareness and working securely from home, protecting mobile data and devices, and phishing defence essentials. This training supports CCC's privacy protection framework and reduces the risk of a privacy breach since most of the personal information under CCC's control resides or is accessed through its information technology systems.

Policies, Guidelines, Procedures and Initiatives

CCC did not implement any new and/or revised policies, guidelines or procedures with respect to the *Privacy Act* during the reporting period.

Complaints and Audits

CCC did not receive any complaints under the *Privacy Act*, nor were any privacy audits or investigations conducted during this reporting period.

Monitoring Compliance

CCC does not monitor the time taken to process personal information requests or requests for the correction of personal information since it rarely receives these types of requests.

Material Privacy Breaches

No material privacy breaches occurred at CCC during the reporting period.

Privacy Impact Assessments

CCC did not complete any new Privacy Impact Assessments during the reporting period, however it updated the PIA for the program that CCC uses to manage its employee performance management reviews.

Public Interest Disclosures

During the reporting period, CCC did not make any disclosures pursuant to section 8(2)(m) of the *Privacy Act*.

"Annex A"

Delegation Order

The President and Chief Executive Officer of the Canadian Commercial Corporation, pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the President and Chief Executive Officer as the head of the Canadian Commercial Corporation, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Dated, at the City of Ottawa, this 15th day of October, 2019.

Arrêté de délégation

En vertu de l'article 95 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Président et Chef de la direction de la Corporation Commerciale Canadienne délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable de la Corporation Commerciale Canadienne, investi par les dispositions de la Loi ou de son règlement mentionnées dans l'annexe en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

Fait à la ville d'Ottawa, le 15^{ième} jour d'octobre 2019.



Carl Marcotte

President and Chief Executive Officer / Président et Chef de la direction

Schedule / Annexe

Position / Poste	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et Règlement</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et Règlement</i>
Senior Legal Counsel / Conseiller juridique principal	Full authority / Autorité absolue	Full authority / Autorité absolue
Law Clerk / Adjointe Judiciaire	s. 4(2.1), 9, 11(2) and 27 of the Access to Information Act	s. 15(a) of the Privacy Act

"Annex B"



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Statistical Report on the Access to Information Act

Name of institution: Canadian Commercial Corporation

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	2
Outstanding from previous reporting period	0
Total	2
Closed during reporting period	2
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (private sector)	0
Organization	1
Public	0
Decline to Identify	0
Total	2

1.3 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
4	4	0	0	0	0	0	8

Note: All requests previously recorded as "treated informally" will now be accounted for in this section only.

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Section 2: Decline to act vexatious, made in bad faith or abuse of right requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0

Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	0

Section 3: Requests Closed During the Reporting Period

3.1 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	1	0	0	0	0	0	0	1
Request transferred	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
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	1	1	0	0	0	0	0	2

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	1	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	0	22.1(1)	0
15(1) - I.A.*	1	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	1	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

[illegible]

Total	1	8	0	0	0	0	0	0	0
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3.5.3 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
Declined to act with the approval of the Information Commissioner	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

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	2
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

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: Extensions

4.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	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
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

4.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	0	0

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	1	\$5	0	\$0
Other fees	0	\$0	0	\$0
Total	1	\$5	0	\$0

Section 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	0	0	1	478
Outstanding from the previous reporting period	1	22	0	0
Total	1	22	1	478
Closed during the reporting period	1	22	1	478
Carried over to 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							
	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
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	1	0	1
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	1	0	1

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							
	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
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	1	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1

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 Request	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	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 Request	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 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 9: Court Action

9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Section 10: Resources Related to the Access to Information Act

10.1 Costs

Expenditures		Amount
Salaries		\$8,437
Overtime		\$0
Goods and Services		\$815
• Professional services contracts	\$0	
• Other	\$815	
Total		\$9,252

10.2 Human Resources

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

Note: Enter values to three decimal places.

"Annex C"



Government
of Canada

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Statistical Report on the *Privacy Act*

Name of institution: Canadian Commercial Corporation

Reporting period: 2020-04-01 to 2021-03-31

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
Total	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
Total	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
Total	0	0	0	0	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 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 Timelines 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

2.8 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 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: 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 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) C
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)
0	0	0	0	0	0

5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) C
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)
1 to 15 days	0	0	0	0	0
16 to 30 days	0	0	0	0	0
31 days or greater					
Total	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
Total	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							
	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
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							
	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
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 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
Total	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
Total	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
	35	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		\$1,687
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$1,687

11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.020
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.020

Note: Enter values to three decimal places.