



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

2021-2022

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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 International Trade, Export Promotion, Small Business and Economic Development. 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. In the

2021- 2022 reporting period, the ATIP Law Clerk reported to and was supported by a Senior Legal Counsel who has delegated authority under the ATIA. The Senior Legal Counsel responsible for ATIP reported 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 the 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	6	↑	2	40
Number of requests closed	6	↑	2	23
Number of requests declined to act	0	-	0	N/A
Total number of pages processed	60	↑	8	7,119
Time Limits				
Average completion time in days	30	-	30	N/A*
Number of extensions taken	0	-	0	7
Percentage completed within time limit	100%	-	100%	87%
Disposition				
Number of requests disclosed in full	1	↑	0	9
Percentage that were disclosed in full	17%	↑	N/A*	N/A*
Number of requests disclosed in part	0	↓	1	7
Percentage that were disclosed in part	N/A	-	50%	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)
NEW! Outstanding active requests				

Number of active outstanding requests from 2020-2021	0	-
Number of active outstanding requests still within legislated timelines	0	-

Complaints

Number of complaints received	0	-	0	0
Number of complaints closed	N/A		1	0

NEW!

Outstanding active complaints

Number of active outstanding complaints from 2020-2021	0	-
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Consultations from other Institutions

	This Year		Last Year	Five years ago
Number of consults received	6	↑	1	21
Total number of pages consulted	115	↑	22	794
Average response time in days	35	↓	253	N/A*

* No data available.

CCC received and closed six requests under the ATIA, four which were abandoned, one for which there were no records responsive to the request and one for which all the records were disclosed. Both were completed within the original 30-day statutory timeline. As a result, CCC did not need to take any extensions in the fiscal year. CCC received six consultation requests that were all completed within a 30–60-day time frame.

The Impact of COVID-19

In the 2021-2022 reporting period, CCC noticed an increase in the volume of requests it received despite experiencing a noticeable decrease in the previous reporting period. COVID-19 and the closure of government offices did not affect CCC's ability to process access to information requests.

Between November 2021 and February 2022, a return to occupancy pilot project was introduced before office access restrictions were lifted in March 2022. Whilst office access was feasible, the majority of CCC employees continued 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. CCC employees were able to access the office to process 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. A summary of employee ATIP obligations was drafted and shared on CCC's internal portal as a resource for employees.

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 began publishing a quarterly report of its signed export transactions, known as *Transactional Disclosure*. During the reporting period, 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 was 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. There were no outstanding complaints.

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 International Trade, Export Promotion, Small Business and Economic Development. 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. In the 2021-2022 reporting period, the ATIP Law Clerk reported to and was supported by a Senior Legal Counsel with delegated authority under the PA. The Senior Legal Counsel responsible for ATIP reported 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 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 six years, CCC has only received one request under the PA. Most of the 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 2021-2021 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. 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 or privacy considerations.

The Legal Services team in conjunction with the Communications and Marketing team created a new page on CCC's internal portal for employees highlighting CCC's Privacy Notice. Under section 5(2) of the *Privacy Act*, CCC is required to inform any individual from whom it collects personal information about the purpose for which the information is being collected. The Privacy Notice applies to the collection of personal information regarding CCC's employees and is being provided as a reference for any past or future collection of personal information during employment. Any time CCC sends out a communication or creates content that involves personal information, the Privacy Notice is included.

All employees were further required to complete a 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, during last reporting period, 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*.

Delegation Order

Arrêté de délégation

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 5th day of March, 2021.

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 5 jour de mars 2021.



Bobby Kwon
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 Director/ Conseiller juridique principal	Full authority / Autorité absolue	Full authority / Autorité absolue
Law Clerk / Adjointe Judiciaire	Sections 4(2.1), 9, 11(2) and 27 of the <i>Access to Information Act</i> / L'articles 4(2.1), 9, 11(2) and 27 de la <i>Loi sur l'accès à l'information</i>	Section 15(a) of the <i>Privacy Act</i> / L'article 15(a) de la <i>Loi sur la protection des renseignements personnels</i>

ANNEX "B"



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Canadian Commercial Corporation

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Requests Under the *Access to Information Act*

1.1 Number of requests

		Number of Requests
Received during reporting period		6
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		6
Closed during reporting period		6
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	1
Business (private sector)	1
Organization	0
Public	4
Decline to Identify	0
Total	6

1.3 Channels of requests

Source	Number of Requests
Online	0
E-mail	6
Mail	0
In person	0
Phone	0
Fax	0
Total	6

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

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

2.5 Pages re-released informally

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

Section 3: Applications to the Information Commissioner on Declining to Act on 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
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 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	1	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	1	0	3	0	0	0	4
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	1	2	0	3	0	0	0	6

4.2 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)	0	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.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

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

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0

68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	1	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
60	60	5

4.5.2 Relevant pages processed per 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	1	60	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	4	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	5	60	0	0	0	0	0	0	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

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

4.5.4 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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

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

4.5.6 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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 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	1	0	1
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	1	0	1

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	6
Percentage of requests closed within legislated timelines (%)	100

4.7 Deemed refusals

4.7.1 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

4.7.2 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

4.8 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 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	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
Request abandoned	3	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	3	0	0	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	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	3	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	3	0	0	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	4	\$20.00	2	\$10.00	0	\$0.00
Other fees	0		0	\$0.00	0	\$0.00
Total	4	\$20.00	2	\$10.00	0	\$0.00

Section 7: Consultations Received From Other Institutions and Organizations

7.1 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	6	115	0	0
Outstanding from the previous reporting period	0	0	0	0

181 to 365	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0
Total	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 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: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

Expenditures		Amount
Salaries		\$8,974
Overtime		\$0
Goods and Services		\$509
• Professional services contracts	\$509	
• Other	\$0	
Total		\$9,483

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.200
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.100
Students	0.000
Total	0.300

Note: Enter values to three decimal places.



ANNEX "C"

Statistical Report on the *Privacy Act*

Name of institution: Canadian Commercial Corporation

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		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
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

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

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

Less Than 100 Pages Processed	100-500 Pages Processed	501-1000 Pages Processed	1001-5000 Pages Processed	More Than 5000 Pages Processed

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

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

	15(a)(i) Interference with operations			15 (a)(ii) Consultation			15(b)
Further review							

Number of requests where an extension was taken	required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	Translation purposes or conversion
0	0	0	0	0	0	0	0	0

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 ConfidenceSection (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
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	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 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 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	
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

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 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

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	35	0	0	0
Total	35	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	\$1,687
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$1,687

12.2 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.