



IDRC | CRDI

International Development Research Centre
Centre de recherches pour le développement international

Annual Report to Parliament

Privacy Act

International Development Research Centre

2017-2018

OTTAWA • CAIRO/LE CAIRE • MONTEVIDEO • NAIROBI • NEW DELHI

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Canada

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1. INTRODUCTION

The International Development Research Centre is pleased to table its Annual Report to Parliament on the administration of the *Privacy Act* (the *Act*) for fiscal year 2017-2018, as required under subsections 72(1) and 72(2).

PURPOSE OF THE *PRIVACY ACT*

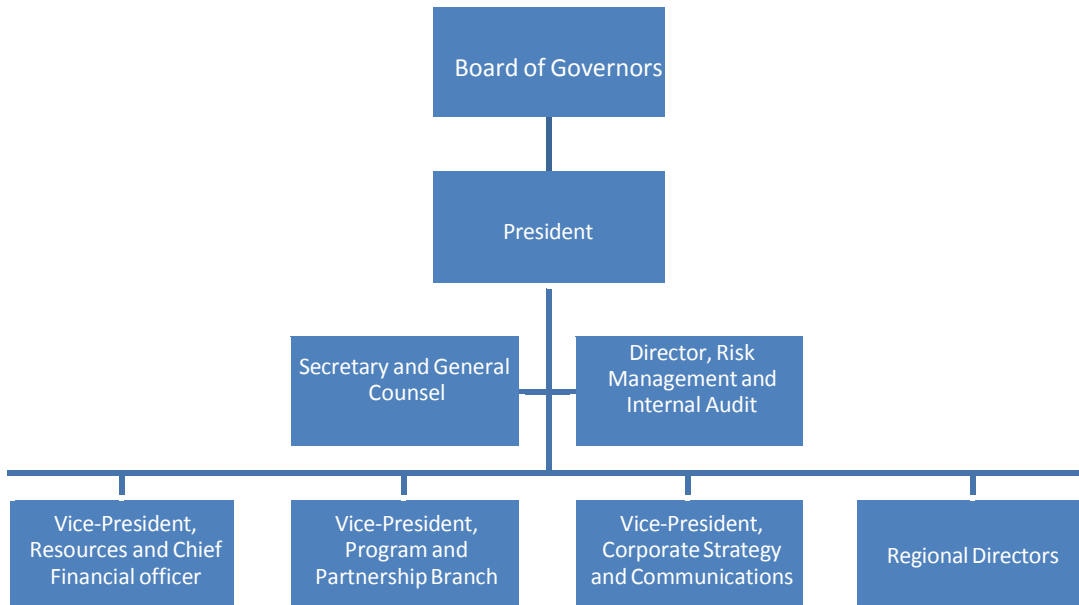
The [*Privacy Act*](#) (R.S.C., 1985, c. P-21) was proclaimed on July 1, 1983. It gives Canadian citizens or a permanent resident a right to access information about them that is held by the federal government. It also protects against unauthorized disclosure of such personal information. In addition, it strictly controls how the government collects, uses, stores, discloses, and disposes of any personal information.

IDRC MANDATE

IDRC is a Crown corporation that was established in 1970. It is guided by a Board of Governors, appointed by the Governor-in-Council. IDRC reports to Canada's Parliament through the Minister of International Development and La Francophonie.

The [*IDRC Act*](#) (R.S.C., 1985, c. 1-19) mandates IDRC, in subsection 4(1), "to initiate, encourage, support and conduct research into the problems of the developing regions of the world and into the means for applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions."

2. ORGANIZATIONAL STRUCTURE



IDRC STRUCTURE

During the reporting period, IDRC employed around 377 persons, located at the head office in Ottawa, and in four regional offices around the world.

IDRC's President is the Chief Executive Officer and a member of the Board of Governors. The President ensures that the Centre is an integral part of Canada's foreign affairs and development efforts by investing in knowledge, innovation, and solutions to improve lives and livelihoods in the developing world. Bringing together the right partners around opportunities for impact, IDRC builds leaders for today and tomorrow and helps drive large-scale positive change for those who need it most. IDRC's programming is supported by the Centre's regional presence in Sub-Saharan Africa; Asia; Latin America and the Caribbean; and the Middle East and North- Africa.

The Program and Partnership Branch (PPB) leads the development and implementation of the Centre's research support work as articulated in the Board approved Strategic Plan (2015-2020). PPB works closely with partners to support researchers exploring new and innovative fields in developing countries. The goal is to fund research under the thematic areas supported by the Centre and aligned with the Government of Canada's priorities.

Program staff work with partners to contribute new ideas, practices and policies and to strengthen networks. Led by a Vice-President, PPB focuses its programming to help Canada meet its foreign affairs and development goals under three areas of focus: Agriculture and Environment; Inclusive Economies; and Technology and Innovation.

Corporate Strategy and Communications Branch (CSC) encompasses the Policy and Evaluation Division and the Corporate Communications Division. CSC provides leadership in developing and implementing the strategic planning, evaluation and corporate reporting functions of IDRC. Led by a Vice-President, CSC is accountable for leading the development and implementation of key relationship management strategies designed to favorably position and profile the accomplishments, contributions, and values of IDRC at the highest levels of government and in the broader Canadian public context - with a view to ensuring that IDRC's programs continue to be well understood; regarded; and resourced.

The Resources Branch (RB) is a full partner in the work of the Centre. It provides leadership in resources management issues, delivers services while ensuring the integrity of the Centre's operations, and facilitates the achievement of Centre goals in a manner that reflects expectations of Canadians. It is led by a Vice-President who is also IDRC's Chief Financial Officer and is responsible for the management of the financial affairs of IDRC.

STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE

The responsibility and accountability for the development, coordination and implementation of effective policies, guidelines, systems and procedures to enable the efficient processing of requests under the *Act* rests with the Access to Information-and Privacy (ATIP) Coordinator. The ATIP Coordinator is the incumbent in the Legal Coordinator position, reporting to the Secretary and General Counsel, who reports to the President.

The ATIP Coordinator oversees the implementation of the *Privacy Act* within IDRC, and ensures compliance with the *Act*. The Office of the Secretary and General Counsel provides legal advice on the *Act* and requests as needed. The ATIP Coordinator works with IDRC's Information Management Technology Division staff to ensure that access to Centre information in all forms respects the requirements of the *Act*.

3. DELEGATION OF AUTHORITY

As indicated in the Designation Order of 17 October 2017 (Appendix A), pursuant to section 73 of the *Privacy Act*, the President has designated the incumbent Legal Coordinator as the person designated at IDRC to exercise the powers and perform the duties and functions of the President, as the head of a government institution, under the *Act*.

4. INTERPRETATION OF THE 2017-2018 STATISTICAL REPORT

The following section explains in more detail the Statistical Report on the *Act* as provided in Appendix B.

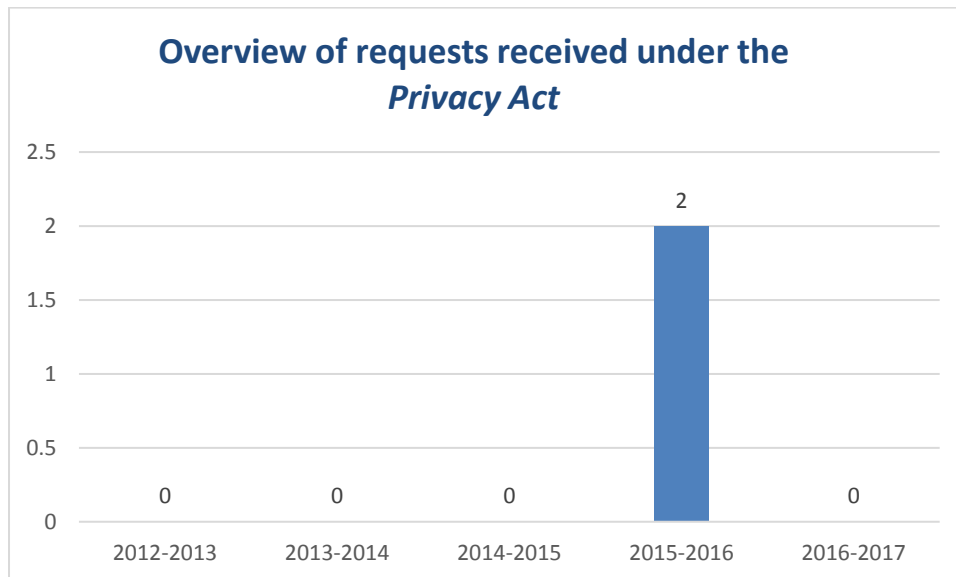
PART 1: REQUESTS UNDER THE PRIVACY ACT

1.1 Requests

Between April 1, 2017 and March 31, 2018, the Centre received one request for information under the *Act*. The Centre processed that one request in the reporting period.

1.2 Multi-year trend

The number of requests received in 2017-2018 is higher than in the reporting periods of 2016-2017, 2014-2015, 2013-2014, 2012-2013 and lower than in the reporting period of 2015-2016.



PART 2: REQUESTS CLOSED DURING THE REPORTING PERIOD

2.1 Disposition and completion time

The one request was processed within 31-60 days and was partially disclosed within the reporting period.

2.2 Exemptions

In the disposition of the request responded to in fiscal year 2017-2018, s 26 – Information about another individual was invoked.

2.3 Exclusions

No exclusions were applied.

2.4 Format of information released

The request released was disclosed in part, and released in paper format.

2.5 Complexity

An excess of 10,000 relevant pages were processed and 210 pages were disclosed in total. The request was disclosed in part.

In processing the requests, the Centre did not need to send any for consultation.

2.6 Deemed refusals

IDRC did not have any deemed refusals for the reporting period of 2017- 2018.

2.6.1 Reasons for not meeting statutory deadline

The time limit was extended by 30 days due to the need to review a high volume of documentation, as meeting the original time limit would have unreasonably interfered with IDRC's operations (s 15(a)(i)).

2.6.2 Number of days past deadline

An extension of 16-30 days was taken for the request.

2.7 Requests for translation

No translation was sought on account of the request received.

PART 3: DISCLOSURES UNDER SUBSECTION 8(2) AND 8(5)

No disclosures under s 8(2) and 8(5) were processed for the reporting period of 2017-2018.

PART 4: REQUESTS FOR CORRECTION OF PERSONAL INFORMATION AND NOTATIONS

No requests for correction of personal information and notations were received for the reporting period of 2017-2018.

PART 5: EXTENSIONS

An extension of 16-30 days was required for the request to be completed in order for IDRC to continue with its operations (s 15(a)(i)).

PART 6: CONSULTATIONS RECEIVED FROM OTHER INSTITUTIONS AND ORGANIZATIONS

No consultations requests were received during this reporting period.

PART 7: COMPLETION TIME OF CONSULTATIONS ON CABINET CONFIDENCES

The Centre did not receive any requests requiring consultations on Cabinet confidences.

PART 8: RESOURCES RELATED TO THE PRIVACY ACT

Since the Centre only has one person dedicated part-time to the *Privacy Act* activities and in order to protect that individual's personal information, the Centre applied the formula for salary associated with the program delivery provided in the Treasury Board ATI Business Rules and Guide 2014 to note a total cost of \$10,000.00 including the ATI function.

5. TRAINING AND AWARENESS

IDRC did not offer any tailored training activity to employees on the *Act* during the reporting period. However, as part of wider orientation and onboarding, all employees are familiarized with the *Act* and IDRC's process regarding the *Act*. A formal training program has been developed and will be rolled out to staff during the 2018-2019 reporting period.

6. INSTITUTIONAL POLICIES, GUIDELINES, AND PROCEDURES

IDRC did not implement any new or revised privacy policies, guidelines or procedures during the reporting period.

7. COMPLAINTS AND INVESTIGATIONS

Since no complaints were received concerning the administration of the *Act*, during the reporting period, no investigations were undertaken.

8. MONITORING COMPLIANCE

In 2017-2018, IDRC did not monitor the amount of time spent by staff in compiling and responding to requests.

9. PRIVACY BREACHES

IDRC did not have any material privacy breaches during the reporting period of 2017-2018.

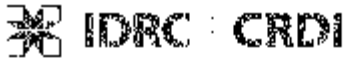
10. PRIVACY IMPACT ASSESSMENT

IDRC did not initiate or complete any Privacy Impact Assessments (PIA) during the reporting period.

11. PUBLIC INTEREST DISCLOSURES

No disclosures under s 8(2)(m) were processed for the reporting period of 2017-2018.

Appendix A



International Development Research Centre
Centre de recherches pour le développement international

JEAN LABEL
President/Président de Centre

17 October 2017

Privacy Act, s. 73
Designation by Position
(One Officer or Employee)

Privacy Act Designation Order

The President of the International Development Research Centre (IDRC), pursuant to section 73 of the *Privacy Act* hereby designates the person holding the position of Legal Coordinator at IDRC to exercise the powers and perform the duties and functions of the President as the head of a government institution under the Act. The person holding the position of Legal Coordinator at IDRC shall exercise such powers and perform such duties under the supervision of the Secretary and General Counsel at IDRC.

A handwritten signature in black ink, appearing to read "Jean Label".

Jean Label

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The word "Canada" in a stylized font with a small crown over the 'a'.

Appendix B



Statistical Report on the *Privacy Act*

Name of institution: International Development Research Centre

Reporting period: 2017-04-01 to 2018-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	1
Outstanding from previous reporting period	0
Total	1
Closed during reporting period	1
Carried over to next reporting period	0

Part 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	1	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	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	1	0	0	0	0	1

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

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	1	0	0
Total	1	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	0	0
Disclosed in part	10000	210	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	10000	210	1

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	1	210
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	1	210

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	1	0	0	1
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	1	0	0	1

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
1	1	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	1	1
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	1	1

2.7 Requests for translation

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

Part 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

Part 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

Part 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Interference With Operations	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	1	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
Total	1	0	0	0

5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	1	0	0	0
Total	1	0	0	0

Part 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
Pending at the end of the reporting period	0	0	0	0

Part 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

Part 8: Complaints and Investigations Notices Received

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

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0
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Part 10: Resources Related to the *Privacy Act*

**10.1 Cost
s**

Expenditures		Amount
Salaries		\$10,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$10,000

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.50

Note: Enter values to two decimal places.