



**IDRC | CRDI**

International Development Research Centre  
Centre de recherches pour le développement international

## **Annual Report to Parliament**

### ***Privacy Act***

**International Development Research Centre**

**2018-2019**

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## **1. INTRODUCTION**

The International Development Research Centre (IDRC) is pleased to table its Annual Report to Parliament on the administration of the *Privacy Act* (the *Act*) for fiscal year 2018-2019, as required under subsections 72(1) and 72(2).

### ***PURPOSE OF THE PRIVACY ACT***

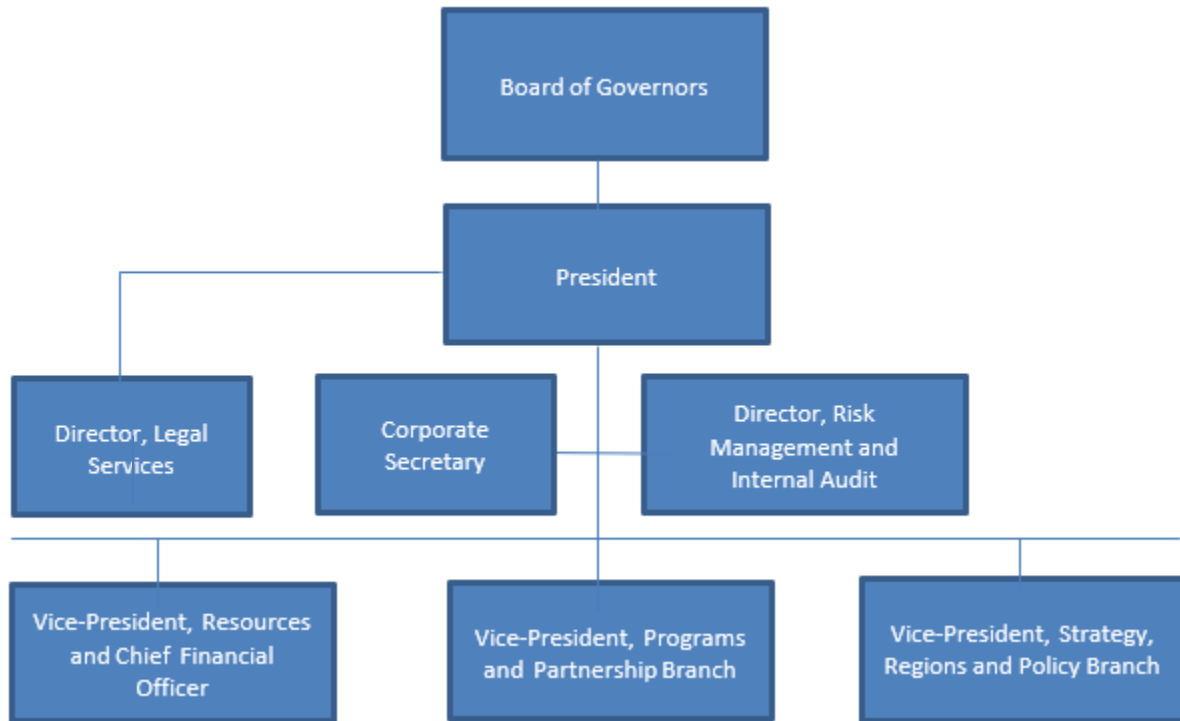
The [Privacy Act](#) (R.S.C., 1985, c. P-21) was proclaimed on July 1, 1983. It gives Canadian citizens or a permanent resident a right to access information about them that is held by the federal government. It also protects against unauthorized disclosure of such personal information. In addition,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

### ***IDRC'S 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.

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'S 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 Programs 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 program staff work closely with partners to support researchers exploring new and innovative fields of research in developing countries, to contribute new ideas, practices and policies and to strengthen networks. Led by a Vice-President, PPB focuses its programming on helping Canada meet its foreign affairs and development goals under three areas of focus: Agriculture and Environment; Inclusive Economies; and Technology and Innovation. PPB funds

research under the three thematic areas supported by the Centre, aligned with the Government of Canada's priorities. The responsibility for the donor partnership function is now also integrated into Programs. Directors of Program Areas assume responsibility for partnerships, with coordination and oversight by the Vice-President, PPB.

Strategy, Regions and Policy Branch (SRP) encompasses the Policy and Evaluation Division, the Director of Strategic Development and Regional Directors. SRP provides leadership in developing and implementing the strategic planning, evaluation, learning, policy and corporate reporting functions of IDRC, and helps coordinate the work of the Centre's regional offices. Led by a Vice-President, SRP will lead and encourage strategic thinking, environmental scanning and trend analysis in order to inform IDRC's programming. It is also 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 Director of Legal Services, who reports to the President.

The ATIP Coordinator oversees the implementation of the *Privacy Act* within IDRC and ensures compliance with the *Act*. The Legal Services unit provides legal advice on the *Act* and requests as needed. The ATIP Coordinator works with IDRC's Information Management and 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 10 January 2019 (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 2018-2019 STATISTICAL REPORT

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

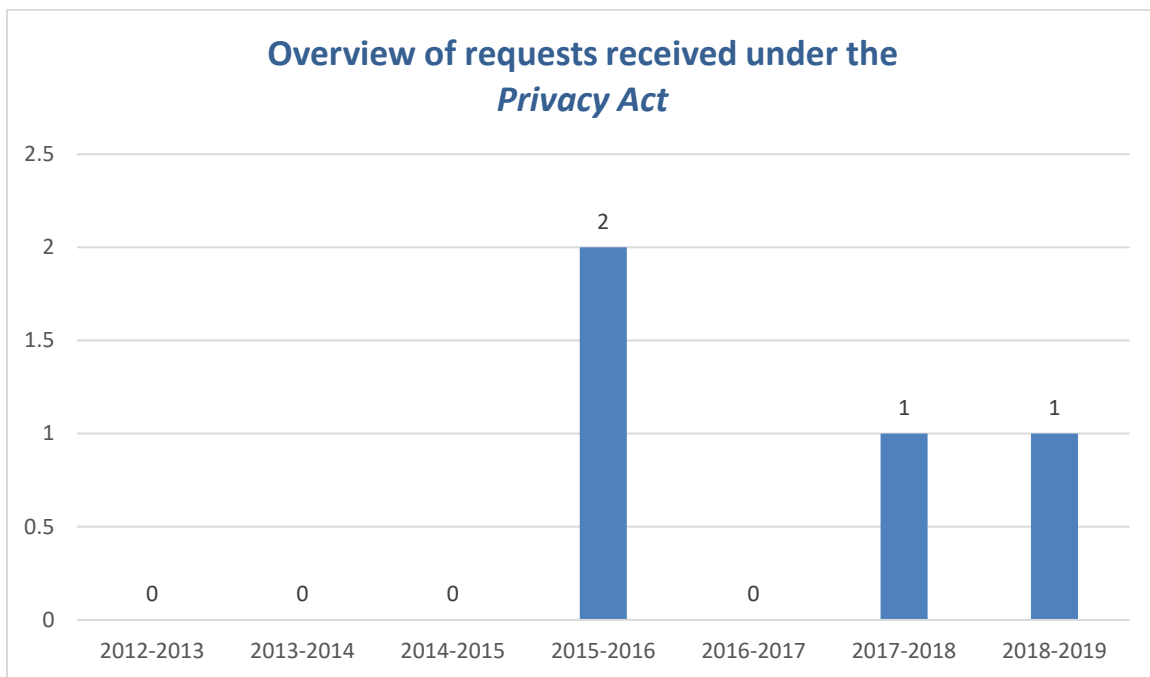
##### ***PART 1: REQUESTS UNDER THE PRIVACY ACT***

###### *1.1 Requests*

Between April 1, 2018 and March 31, 2019, 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 2018-2019 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 2018-2019, s 26 – Information about another individual was invoked.

As a government institution, IDRC is required by the *Privacy Act* to provide access to any personal information under its control. There is a specific definition of “under the control of”, which dictates what information is provided. Based the legal definition of “under the control of”, some of the documentation requested was not able to be provided.

## *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*

A total of 1,530 relevant pages were processed and 585 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 2018- 2019.

### 2.6.1 Reasons for not meeting statutory deadline

The time limit was extended by 30 days pursuant to s 15(a)(i) due to the need to review a high volume of documentation.

### 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 SUBSECTIONS 8(2) AND 8(5)***

No disclosures under s 8(2) and 8(5) were processed for the reporting period of 2018-2019.

***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 2018-2019.

***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*.



## **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 2018-2019, 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 2018-2019.

## **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 2018-2019.

**Appendix A: Privacy Act Designation Order**



International Development Research Centre  
Centre de recherches pour le développement international

**JEAN LABEL**  
President/Président du Centre

10 January 2019

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 Director of Legal Services at IDRC.

A handwritten signature in black ink, appearing to read "Jean Label". The signature is fluid and cursive.

Jean Label

OTTAWA • AMMAN • MONTEVIDEO • NAIROBI • NEW DELHI

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The word "Canada" in a bold, black, sans-serif font, with a small red maple leaf icon above the letter 'a'.

**Appendix B: Statistical Report on the Privacy Act**



## Statistical Report on the *Privacy Act*

**Name of institution:** International Development Research Centre

**Reporting period:** 2018-04-01 to 2019-03-31

### Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	1
Outstanding from previous reporting period	0
<b>Total</b>	<b>1</b>
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

TBS/SCT 350-63 (Rev. 2014/03)



#### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
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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
<b>Total</b>	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	1530	585	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
<b>Total</b>	1530	585	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	1	585	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
<b>Total</b>	0	0	0	0	0	0	1	585	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	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	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	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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
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	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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**

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

**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
<b>Total</b>	0.50

**Note:** Enter values to two decimal places.