



IDRC | CRDI

International Development Research Centre
Centre de recherches pour le développement international

Annual Report to Parliament

Privacy Act

**International Development Research
Centre**

2013-2014

Canada

TABLE OF CONTENTS

| | Page |
|---|----------|
| 1. INTRODUCTION | 1 |
| PURPOSE OF THE <i>PRIVACY ACT</i> | 1 |
| IDRC MANDATE | 1 |
| 2. ORGANIZATIONAL STRUCTURE | 2 |
| IDRC STRUCTURE | 3 |
| STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE | 3 |
| 3. DELEGATION OF AUTHORITY | 3 |
| 4. INTERPRETATION OF THE STATISTICAL REPORT | 4 |
| STATISTICAL OVERVIEW | |
| INTERPRETATION OF THE STATISTICAL REPORT | 4 |
| 5. TRAINING | 4 |
| 6. INSTITUTIONAL POLICIES, GUIDELINES, AND PROCEDURES | 4 |
| 7. COMPLAINTS AND INVESTIGATIONS | 4 |
| 8. PRIVACY IMPACT ASSESSMENT | 4 |
| 9. DISCLOSURE PURSUANT TO PARAGRAPH 8(2)(M) | 5 |
| APPENDIX A: <i>Privacy Act</i> Designation Order | |
| APPENDIX B: Statistical Report on the <i>Privacy Act</i> | |
| APPENDIX C: Completed Privacy Impact Assessments (PIAs) | |

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 2013-2014, as required under subsections 72(1) and 72(2).

PURPOSE OF THE *PRIVACY ACT*

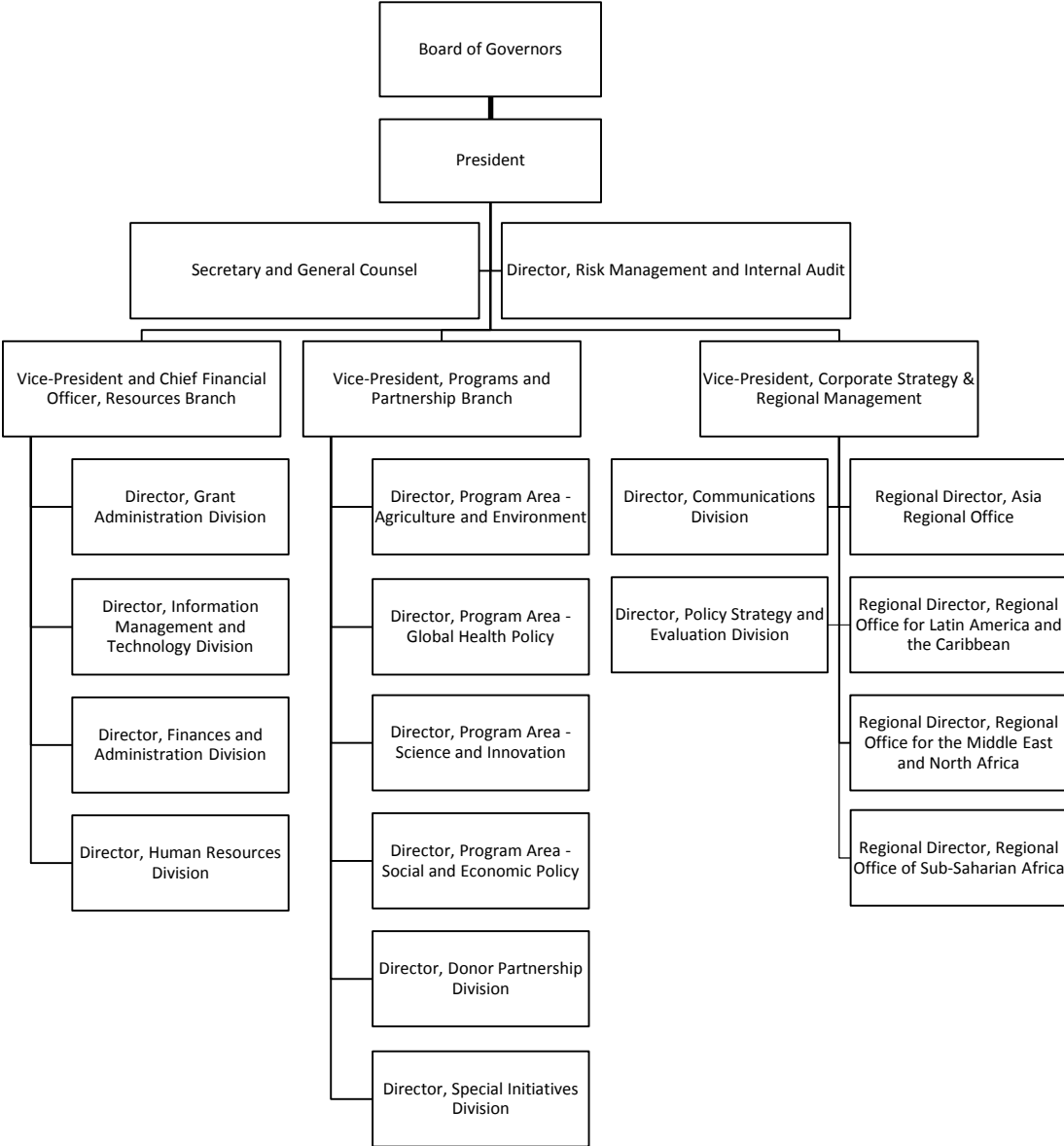
The [*Privacy Act*](#) (R.S.C., 1985, c. P-21) was proclaimed on July 1, 1983. It gives Canadian citizens or a permanent resident a right to access information about them that is held by the federal government. It also protects against unauthorized disclosure of such personal information. In addition,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

The [*IDRC Act*](#) (R.S.C., 1985, c. I-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 400 employees, located at the head office in Ottawa, and in four regional offices around the world.

The Program and Partnership Branch is the research programming arm of IDRC which houses the subject specific research teams. The teams work closely with partners to support Southern researchers exploring new and innovative fields in developing countries. Proposals are developed with research partners through existing contacts made during monitoring visits, conferences and meetings with local officials and/or researchers through competitive grant-making processes. The goal is to fund policy relevant and results-driven 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.

The Corporate Strategy and Regional Management Branch has three roles. First, it provides leadership and support in developing and implementing IDRC's strategic planning, risk management, audit, evaluation, and corporate reporting functions. Secondly, it is accountable for leading the development and implementation of relationship management strategies with a view to ensuring that IDRC's programs continue to be well understood. Thirdly, the Branch supports IDRC's programming through the Centre's regional presence. Regional offices in Sub-Saharan Africa, Asia, Latin America and the Caribbean, and the Middle East and North Africa ensure operational coordination, consistency, follow-through, and the provision of timely and responsive service and advice.

Resources Branch's mandate spans four resource management areas including human resources, finance and administration, grant administration, and information. All four areas of activity are managed and administered at headquarters and, to various degrees, in regional offices. The Vice-President of the Branch 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 to efficient processing of requests under the *Act* rests with the Access to Information and Privacy (ATIP) Coordinator. The ATIP Coordinator is the incumbent to the Legal Coordinator position, reporting to the Secretary and General Counsel, who reports to the President.

The ATIP Coordinator oversees the implementation of the *Access to Information Act* within IDRC, and ensures compliance with the *Act*. The Office

of the Secretary and General Counsel provides legal advice on the *Act* and handles requests of a sensitive nature, 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, (Appendix A), pursuant to section 73 of the *Privacy Act*, the President has designated the person holding the position of ATIP 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*.

4. INTERPRETATION OF THE STATISTICAL REPORT

INTERPRETATION OF THE STATISTICAL REPORT

As indicated in the Statistical Report on the *Act* (Annex B), there were no formal requests received under the *Act* by IDRC during the reporting period from April 1, 2013 to March 31, 2014.

5. TRAINING

IDRC did not offer any training activity to employees on the *Act* during the 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. PRIVACY IMPACT ASSESSMENT

IDRC did not initiate any Privacy Impact Assessments (PIA) during this reporting period and, therefore, no assessments were forwarded to the Office of the Privacy Commissioner.

9. DISCLOSURE PURSUANT TO PARAGRAPH 8(2)(m)

No privacy requests have been received, therefore there were no disclosures pursuant to paragraph 8(2) (m) for the reporting period.



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International Development Research Centre
Centre de recherches pour le développement international

JEAN LABEL
President/Président

April 25, 2014

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.



Jean Label

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Canada



Statistical Report on the *Privacy Act*

Name of institution: International Development Research Centre

Reporting period: 01/04/2013 to 31/03/2014

PART 1 – Requests under the *Privacy Act*

| | 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 |

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 | 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 |
| 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 | 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)(a) | 0 | 70(1)(d) | 0 |
| 69(1)(b) | 0 | 70(1)(b) | 0 | 70(1)(e) | 0 |
| 69.1 | 0 | 70(1)(c) | 0 | 70(1)(f) | 0 |
| | | | | 70.1 | 0 |

2.4 Format of information released

| Disposition | Paper | Electronic | Other formats |
|-------------------|-------|------------|---------------|
| All disclosed | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 |
| Total | 0 | 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 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 |
| Request abandoned | 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 |
| Abandoned | 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 |
| Abandoned | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 |

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 |
| 0 | 0 | 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 | 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 |

2.7 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 subsection 8(2)

| Paragraph 8(2)(e) | Paragraph 8(2)(m) | Total |
|-------------------|-------------------|-------|
| 0 | 0 | 0 |

PART 4 – Requests for correction of personal information and notations

| | Number |
|----------------------------------|--------|
| Requests for correction received | 0 |
| Requests for correction accepted | 0 |
| Requests for correction refused | 0 |
| Notations attached | 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 | 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 |
| Total | 0 | 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 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 |

PART 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

| Consultations | Other government 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 |

6.2 Recommendations and completion time for consultations received from other government 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 | 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 |

6.3 Recommendations and completion time for consultations received from other organizations

| 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 | 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 |

PART 7 – Completion time of consultations on Cabinet confidences

| Number of days | Number of responses received | Number of responses received past deadline |
|----------------|------------------------------|--|
| 1 to 15 | 0 | 0 |
| 16 to 30 | 0 | 0 |
| 31 to 60 | 0 | 0 |
| 61 to 120 | 0 | 0 |
| 121 to 180 | 0 | 0 |
| 181 to 365 | 0 | 0 |
| More than 365 | 0 | 0 |
| Total | 0 | 0 |

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

| Expenditures | | Amount |
|--|-----|------------|
| Salaries | | \$0 |
| Overtime | | \$0 |
| Goods and Services | | \$0 |
| • Contracts for privacy impact assessments | \$0 | |
| • Professional services contracts | \$0 | |
| • Other | \$0 | |
| Total | | \$0 |

8.2 Human Resources

| Resources | Dedicated full-time | Dedicated part-time | Total |
|----------------------------------|---------------------|---------------------|-------|
| Full-time employees | 0.00 | 0.00 | 0.00 |
| Part-time and casual employees | 0.00 | 0.00 | 0.00 |
| Regional staff | 0.00 | 0.00 | 0.00 |
| Consultants and agency personnel | 0.00 | 0.00 | 0.00 |
| Students | 0.00 | 0.00 | 0.00 |
| Total | 0.00 | 0.00 | 0.00 |