



## THE STANDARDS COUNCIL OF CANADA ANNUAL REPORT, 2010 - 2011 PRIVACY ACT

### 1. Introduction

The *Privacy Act* provides citizens with the right to access personal information held by the government and protection of that information against unauthorized use and disclosure.<sup>1</sup> As a federal Crown corporation, the Standards Council of Canada (SCC)'s policy endeavours to fully comply with both the spirit and letter of any legislation which may govern the release of specific information, including personal information. SCC is committed to protecting the privacy of all clients, stakeholders and employees. Personal information collected by the SCC is used only for the purpose for which it was collected.

#### Standards Council of Canada's Mandate

The mandate of the Standards Council of Canada is to promote efficient and effective voluntary standardization in Canada, where standardization is not expressly provided for by law and, in particular, to:

- a) promote the participation of Canadians in voluntary standards activities,
- b) promote public-private sector cooperation in relation to voluntary standardization in Canada,
- c) coordinate and oversee the efforts of the persons and organizations involved in the National Standards System,
- d) foster quality, performance and technological innovation in Canadian goods and services through standards-related activities, and
- e) develop standards-related strategies and long-term objectives, in order to

advance the national economy; support sustainable development; benefit the health; safety and welfare of workers and the public; assist and protect consumers; facilitate domestic and international trade and further international cooperation in relation to standardization.<sup>2</sup>

### 2. Organization of Privacy Act Activities

The role of the ATIP Coordinator is currently performed on a part-time basis due to the lack of requests received to date.

Any requests for formal access are directed to the ATIP Coordinator who is responsible to implement the search and retrieval of the requested information. The Head of the organization however is the only person with authority to respond to or direct a response to any inquiry that might be made pursuant to the Privacy Act.

The Standards Council of Canada maintains a company-wide file index and classification system. All personal information held by the Council resides within this classification system but is accessible solely by personnel staff (one director, one manager and one officer).

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<sup>1</sup> Treasury Board of Canada Secretariat 2010

<sup>2</sup> Subsection 4.(1), *Standards Council of Canada Act*, R.S.C. 1970, c. 41 (1st Supp.), amended 1996, c. 24



### **3. Delegation Authority**

The following official, by title, is responsible for the implementation of the *Privacy Act*: Corporate Planner (see appendices for delegation authority)

### **4. Statistical Report**

For the period April 1, 2010 to March 31, 2011, the Standards Council of Canada has not received any formal requests for access to personal information.

### **5. Privacy-related training**

As the Standards Council of Canada has yet to receive any formal requests, the impact of the *Privacy Act* on the Council has been minimal. Thus far, the Council's primary task has consisted of responding to the administrative requirements of the Act.

SCC did not undertake any training related to the *Privacy Act* in 2010-11. A review of further training requirements will be undertaken in 2011-12.

### **6. New and/or revised institution-specific privacy related policies**

The Standards Council of Canada did not implement any new or revised privacy related policies during the reporting period. As part of SCC's commitment to continual improvement, SCC provides support for its major programs and services and corporate functions through a quality management system (QMS). SCC's quality management system includes a quality document on handling of access to information and privacy requests. This document was reviewed in 2010-2011 to ensure that it was up-to-date with Treasury Board Secretariat (TBS) policies and directives. As a result of this review, SCC did not implement any new/or revised changes to its QMS document. SCC's own policies regarding the *Access to Information and Privacy Acts* are in compliance with the directives from TBS. With an established security policy, SCC exercises due diligence, due care and respects all relevant privacy provisions. Personal information is used only for the purpose for which it has been collected.

### **7. Complaints and/or investigations**

The Standards Council of Canada had no complaints or investigations during this reporting period.

### **8. PIAs**

The Standards Council of Canada has not initiated or completed any Privacy Impact Assessments (PIAs) during the 2010-2011 reporting period.

### **9. Disclosures**

No disclosures were made by the Standards Council of Canada under paragraph 8 (2) (m) during the reporting period.



**APPENDICES FOR THE STANDARDS COUNCIL OF CANADA  
ANNUAL REPORT 2010 - 2011  
PRIVACY ACT**

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**ANNEXES POUR LE CONSEIL CANADIEN DES NORMES  
RAPPORT ANNUEL DE 2010-2011  
*LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS***



OFFICE OF THE EXECUTIVE DIRECTOR  
BUREAU DU DIRECTEUR GÉNÉRAL

2010-03-23

**Subject: Delegation of Authority for Access to Information and Privacy (ATIP) requests received by the Standards Council of Canada (SCC)**

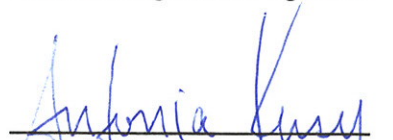
By means of this letter, I, John Walter, as Executive Director of the Standards Council of Canada, delegate the authority herein described to the Corporate Planner on the following terms and conditions:

1. The Corporate Planner may review and execute, on my behalf, any formal requests for access to information and/or privacy. This includes initiating the search for, retrieval and disclosure of the requested records.
2. The requests subject to this delegation are those relating to the implementation of the Access to Information Act and to the Privacy Act.
3. This delegation is effective immediately and shall run until revoked by the delegating official or his/her successor.
4. The authority delegated is not subject to sub-delegation without my prior and express written consent.
5. This delegation is made pursuant to sections "73" of the Access to Information Act (1980-81-82-83, c. 111, Sch. I "73") and Privacy Act (1980-81-82-83, c. 111, Sch. II "73").and is subject thereto.

  
John Walter  
Executive Director,  
Standards Council of Canada

March 23, 2010  
Date

Acknowledged and agreed:

  
Antonia Kusy  
Corporate Planner  
Standards Council of Canada

2010 - 03 - 23  
Date



**REPORT ON THE PRIVACY ACT  
RAPPORT CONCERNANT LA LOI SUR LA PROTECTION  
DES RENSEIGNEMENTS PERSONNELS**

Institution Standards Council of Canada/conseil canadien des normes	Reporting period / Période visée par le rapport 2010-04-01 to 2011-03-3
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<b>I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels</b>	
Received during reporting period / Reçues pendant la période visée par le rapport	0
Outstanding from previous period / En suspens depuis la période antérieure	0
<b>TOTAL</b>	<b>0</b>
Completed during reporting period / Traitées pendant la période visées par le rapport	
Carried forward / Reportées	

<b>II Disposition of request completed / Disposition à l'égard des demandes traitées</b>	
1. All disclosed / Communication totale	
2. Disclosed in part / Communication partielle	
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	
4. Nothing disclosed (exempt) / Aucune communication (exemption)	
5. Unable to process / Traitement impossible	
6. Abandoned by applicant / Abandon de la demande	
7. Transferred / Transmission	
<b>TOTAL</b>	

<b>III Exemptions invoked / Exceptions invoquées</b>	
S. Art. 18(2)	
S. Art. 19(1)(a)	
(b)	
(c)	
(d)	
S. Art. 20	
S. Art. 21	
S. Art. 22(1)(a)	
(b)	
(c)	
S. Art. 22(2)	
S. Art. 23 (a)	
(b)	
S. Art. 24	
S. Art. 25	
S. Art. 26	
S. Art. 27	
S. Art. 28	

<b>IV Exclusions cited / Exclusions citées</b>	
S. Art. 69(1)(a)	
(b)	
S. Art. 70(1)(a)	
(b)	
(c)	
(d)	
(e)	
(f)	

<b>V Completion time / Délai de traitement</b>	
30 days or under / 30 jours ou moins	
31 to 60 days / De 31 à 60 jours	
61 to 120 days / De 61 à 120 jours	
121 days or over / 121 jours ou plus	

<b>VI Extentions/ Prorogations des délais</b>		
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations		
Consultation		
Translation/ Traduction		
<b>TOTAL</b>	<b>0</b>	

<b>VII Translations/ Traductions</b>	
Translations requested / Traductions demandées	
Translations prepared / Traductions préparées	English to French / De l'anglais au français
	French to English / Du français à l'anglais

<b>VIII Method of access / Méthode de consultation</b>	
Copies given / Copies de l'original	
Examination / Examen de l'original	
Copies and examination / Copies et examen	

<b>IX Corrections and notation / Corrections et mention</b>	
Corrections requested / Corrections demandées	
Corrections made / Corrections effectuées	
Notation attached / Mention annexée	

<b>X Costs/ Coûts</b>	
Financial (all reasons) / Financiers (raisons)	
Salary/ Traitement	\$ 0
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 0
<b>TOTAL</b>	<b>\$ 0</b>
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	



## APPENDIX B - 2

### Additional Reporting Requirements – *Privacy Act*

Treasury Board Secretariat is monitoring compliance with the Privacy Impact Assessment (PIA) Policy (which came into effect on May 2, 2002) and the Directive on Privacy Impact Assessment (which takes effect April 1, 2010) through a variety of means. Institutions are therefore required to report the following information for this reporting period. Note that because some institutions are using the Core PIA as outlined in the Directive in advance of the implementation deadline, they will not have Preliminary PIAs to report.

Indicate the number of:

- Preliminary Privacy Impact Assessments initiated
- Preliminary Privacy Impact Assessments completed
- Privacy Impact Assessments initiated
- Privacy Impact Assessments completed
- Privacy Impact Assessments forwarded to the Office of the Privacy Commissioner (OPC)

*Note:* If your institution did not undertake any of the activities noted above during the reporting period, this must be stated explicitly.

**Standards Council of Canada (SCC) did not undertake any activities noted above during the reporting period of 2010-04-01 to 2011-03-31.**

In addition, institutions are required to report on the following:

#### **Part III – Exemptions invoked**

Paragraph 19(1)(e)

Paragraph 19(1)(f)

Subsection 22.1

Subsection 22.2

Subsection 22.3

#### **Part IV – Exclusions cited**

Subsection 69.1

Subsection 70.1

*Note:* If your institution did not invoke any exemptions or cite any exclusions noted above during the reporting period, this must be stated explicitly.

**Standards Council of Canada (SCC) did not receive any privacy requests during the reporting period of 2010-04-01 to 2011-03-31. Therefore, SCC did not invoke any exclusions or exemptions during the period.**