



Agence spatiale  
canadienne

Canadian Space  
Agency



ANNUAL REPORT  
TO PARLIAMENT  
ON THE ADMINISTRATION  
OF THE

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PRIVACY ACT

2010-2011

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## TABLE OF CONTENT

<b>INTRODUCTION .....</b>	<b>2</b>
<b>A. GENERAL INFORMATION – PART I .....</b>	<b>4</b>
1) CANADIAN SPACE AGENCY .....	4
2) ORGANIZATION FOR THE IMPLEMENTATION OF PRIVACY ACTIVITIES .....	5
<b>B. REPORT – <i>PRIVACY ACT</i> - PART II .....</b>	<b>7</b>
1) HIGHLIGHTS .....	7
2) STATISTICS REPORT .....	7
3) REQUESTS RECEIVED .....	7
4) COMPLAINTS.....	7
5) USE AND DISCLOSURE .....	7
6) EXEMPT BANKS.....	7
7) AWARENESS SESSION.....	8
8) POLICIES AND PROCEDURES .....	8
<b>STATISTICS REPORT .....</b>	<b>9</b>
<b>DELEGATION ORDER .....</b>	<b>11</b>

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## INTRODUCTION

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The *Privacy Act* (ATIP) became law on July 1, 1983.

The *Privacy Act* extends to individuals the right of access to information about themselves held by the government, subject to specific and limited exceptions. The Act also protects the privacy of individuals by preventing others from having access to their personal information and gives individuals substantial control over its collection, use and disclosure.

Section 72 of the *Privacy Act* require that the head of every government institution prepare for submission to Parliament, an annual report on the administration of the Act within the institution during each financial year.

This report is intended to describe how the Canadian Space Agency administered its responsibilities during the period covered by the report in relation to the Act.

**GENERAL INFORMATION**

**PART I**

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## A. GENERAL INFORMATION – PART I

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### 1) CANADIAN SPACE AGENCY

To better understand the context in which the *Privacy Act* is implemented, the following presents background information about the Canadian Space Agency.

The Canadian Space Agency reports to the Minister of Industry.

The mission of the Canadian Space Agency is as follows:

"The Canadian Space Agency is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity".

To achieve this, the Canadian Space Agency is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.

- Pursue excellence collectively;
- Advocate a client-oriented attitude;
- Support employee-oriented practices and open communications;
- Commit to both empowerment and accountability;
- Pledge to cooperate and to work with partners to our mutual benefit.

The Agency brings together most of the existing space programs of the federal government. It coordinates all elements of Canada's Space Program and manages major space-related activities in Canada. The Canadian Space Agency has the expertise to lead knowledge in Canadian specialty fields, and to sponsor, support and encourage the best Canadian companies to make the next steps in space development.

More information on the Agency's activities can be found at <http://www.asc-csa.gc.ca/eng/default.asp>

2) **ORGANIZATION FOR THE IMPLEMENTATION OF PRIVACY ACTIVITIES**

The head of our institution pursuant to the *Privacy Act* is the Minister of Industry. The Minister has delegated certain powers, duties and functions pursuant to the Act to the Director General, Corporate Services and to some officers and employees of the Canadian Space Agency.

Operational responsibility for the implementation of the Act at the Canadian Space Agency has been delegated to the Access to Information and Privacy Coordinator who reports to the Director General, Corporate Services.

The Coordinator manages the ATIP Office. The Coordinator has a close working relationship with Executive Committee members concerning the application of, and compliance with the Act.

When a Privacy request is received, the Coordinator consults the appropriate managers and, as required, the Legal Services Directorate, the Privy Council Office, the Treasury Board Information Practices Group or other institutions. When the Coordinator identifies a record as one that should be exempted under the Act, a recommendation to that effect is made to the Director General, Corporate Services.

When a record is identified as exclusion under the *Privacy Act*, the Coordinator recommends to the Legal Services Directorate that they consult with the Privy Council Office to confirm that it is an excluded record.

Formal requests made under the Act are carefully documented for reporting purposes and future reference.

The Library at Headquarters in Longueuil makes available to the public the current version of Info Source, as well as departmental publications and manuals as requested under Section 11 of the *Privacy Act*. The current version of Info Source can also be found at: <http://www.infosource.gc.ca/index-eng.asp>

**REPORT**  
***PRIVACY ACT***  
**PART II**

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**B. REPORT – *PRIVACY ACT* - PART II**

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**1) HIGHLIGHTS**

- No new project or program required that CSA carry out a Privacy Impact Assessment (PIA) for the period covered by this report.
- The ATIP Coordinator monitors the activities that could lead to these assessments and informs employees in regards to their obligations concerning personal information and PIA.
- During this reporting year, the majority of CSA's section 8(2) disclosures were made pursuant to subsection 8(2)(a). No disclosure was made in 2010-2011 pursuant to subsection 8(2)(m).
- A copy of the Delegation Order is attached at the end of this document.

**2) STATISTICS REPORT**

The statistics report for the period of April 1, 2010 to March 31, 2011, is included at the end of this chapter.

**3) REQUESTS RECEIVED**

The ATIP Office has received and processed two privacy requests during the period covered by this report.

**4) COMPLAINTS**

No complaint made pursuant to the Privacy Act was received during the period covered by this report.

**5) USE AND DISCLOSURE**

The policy of the Canadian Space Agency concerning the use of personal information is that such information is used for the purpose for which it was obtained or compiled or for a use consistent with that purpose.

**6) EXEMPT BANKS**

The Canadian Space Agency has no exempt bank under the *Privacy Act*.



7) **AWARENESS SESSION**

In addition to the management of Privacy requests, the ATIP Coordinator provides advice and guidance to CSA employees on compliance with the legislation. This is done by means of weekly information sessions on Privacy requests processing and on the handling of sensitive documents at CSA. The employees attend these sessions as needed.

8) **POLICIES AND PROCEDURES**

The policies and procedures for the *Privacy Act* are accessible on the Agency's Intranet.

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**STATISTICS REPORT**

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***PRIVACY ACT***

**APRIL 1, 2010 TO MARCH 31, 2011**



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

Institution	Agence spatiale canadienne / Canadian Space Agency	Reporting period / Période visée par le rapport 2010-2011
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<b>I</b> Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels	
Received during reporting period / Reçues pendant la période visée par le rapport	2
Outstanding from previous period / En suspens depuis la période antérieure	0
<b>TOTAL</b>	<b>2</b>
Completed during reporting period / Traitées pendant la période visées par le rapport	2
Carried forward / Reportées	0

<b>II</b> Disposition of request completed / Disposition à l'égard des demandes traitées	
1. All disclosed / Communication totale	0
2. Disclosed in part / Communication partielle	2
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0
5. Unable to process / Traitement impossible	0
6. Abandoned by applicant / Abandon de la demande	0
7. Transferred / Transmission	0
<b>TOTAL</b>	<b>2</b>

<b>III</b> Exemptions invoked / Exceptions invoquées	
S. Art. 18(2)	0
S. Art. 19(1)(a)	0
(b)	0
(c)	0
(d)	0
S. Art. 20	0
S. Art. 21	0
S. Art. 22(1)(a)	0
(b)	0
(c)	0
S. Art. 22(2)	0
S. Art. 23 (a)	0
(b)	0
S. Art. 24	0
S. Art. 25	0
S. Art. 26	2
S. Art. 27	1
S. Art. 28	0

<b>IV</b> Exclusions cited / Exclusions citées	
S. Art. 69(1)(a)	0
(b)	0
S. Art. 70(1)(a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0

<b>V</b> Completion time / Délai de traitement	
30 days or under / 30 jours ou moins	1
31 to 60 days / De 31 à 60 jours	1
61 to 120 days / De 61 à 120 jours	0
121 days or over / 121 jours ou plus	0

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

<b>VII</b> Translations / Traductions	
Translations requested / Traductions demandées	0
Translations prepared / Traductions préparées	English to French / De l'anglais au français 0
	French to English / Du français à l'anglais 0

<b>VIII</b> Method of access / Méthode de consultation	
Copies given / Copies de l'original	2
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

<b>IX</b> Corrections and notation / Corrections et mention	
Corrections requested / Corrections demandées	0
Corrections made / Corrections effectuées	0
Notation attached / Mention annexée	0

<b>X</b> Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 9935.
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 65.
<b>TOTAL</b>	<b>\$ 10000.</b>
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	.10



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## DELEGATION ORDER

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### Privacy Act / Loi sur la protection des renseignements personnels

#### CANADIAN SPACE AGENCY

Privacy  
Delegation Order

I, the undersigned, Tony Clement, Minister of Industry, in my capacity as head of the Canadian Space Agency for the purposes of the Privacy Act and pursuant to section 73 of the Act, hereby designate the persons holding the positions set out in the schedule attached hereto, to exercise the powers and perform the duties and functions of the head of a government institution, under the sections of the *Act* set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders.

#### AGENCE SPATIALE CANADIENNE

Décret de délégation en vertu de la  
protection des renseignements personnels

En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, je, soussigné, Tony Clement, ministre de l'Industrie, en ma qualité de responsable de l'Agence spatiale canadienne pour l'application de la *Loi sur la protection des renseignements personnels*, délègue, par la présente, aux titulaires des postes mentionnés à l'annexe ci-jointe, les attributions dont le responsable d'une institution fédérale est investi par les articles de la *Loi* mentionnés dans la liste en regard de chaque poste. Le présent décret de délégation remplace et annule tout décret antérieur.

And I have signed in \_\_\_\_\_, this 1 day of 02, 2011

Et j'ai signé à \_\_\_\_\_, ce \_\_\_\_\_ jour de \_\_\_\_\_, \_\_\_\_\_



Tony Clement

Minister of Industry  
Ministre de l'Industrie

## Schedule to the Delegation Order

Sections of the Act	Powers, Duties or Functions	Director General, Corporate Services	Manager Information Management	ATIP Coordinator
8(2)(j)	Disclosure for research purposes	✓	✓	
8(2)(m)	Disclosure in the public interest or in the interest of the individual	✓	✓	
8(4)	Copies of requests under 8(2)(e) to be retained	✓	✓	✓
8(5)	Notice of disclosure under 8(2)(m)	✓	✓	
9(1)	Record of disclosures to be retained	✓	✓	✓
9(4)	Consistent uses	✓	✓	✓
10	Personal information to be included in personal information banks	✓	✓	✓
14	Notice where access requested	✓	✓	
15	Extension of time limits	✓	✓	✓
17(2)(b)	Language of access	✓	✓	✓
17(3)(b)	Access to personal information in alternative format	✓	✓	✓
18(2)	Exemption (exempt bank) - Disclosure may be refused	✓	✓	
19(1)	Exemption - Personal information obtained in confidence	✓	✓	
19(2)	Exemption - Where authorized to disclose	✓	✓	
20	Exemption - Federal-provincial affairs	✓	✓	

21	Exemption - International affairs and defence	✓	✓	
22	Exemption - Law enforcement and investigation	✓	✓	
22.3	Exemption - PUBLIC SERVANTS DISCLOSURE PROTECTION ACT	✓	✓	
23	Exemption - Security clearances	✓	✓	
24	Exemption - Individuals sentenced for an offence	✓	✓	
25	Exemption - Safety of individuals	✓	✓	
26	Exemption - Information about another individual	✓	✓	
27	Exemption - Solicitor-client privilege	✓	✓	
28	Exemption - Medical record	✓	✓	
31	Notice of intention to investigate	✓	✓	✓
33(2)	Right to make representation	✓	✓	
35(1)	Findings and recommendations of Privacy Commissioner (complaints)	✓	✓	
35(4)	Access to be given	✓	✓	✓
36(3)	Report of findings and recommendations (exempt banks)	✓	✓	
37(3)	Report of findings and recommendations (compliance review)	✓	✓	
51(2)(b)	Special rules for hearings	✓	✓	
51(3)	EX PARTE representations	✓	✓	
72(1)	Report to Parliament	✓	✓	✓

## Privacy Regulations

9	Reasonable facilities and time provided to examine personal information	✓	✓	✓
11(2)	Notification that correction to personal information has been made	✓	✓	✓
11(4)	Notification that correction to personal information has been refused	✓	✓	✓
13(1)	Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	✓	✓	
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	✓	✓	