



# Annual Report on the Administration of the *Privacy Act*

Canadian Air Transport Security Authority

2021 - 2022





## I - INTRODUCTION

The purpose of the *Privacy Act*, (“the *Act*”), is to strengthen Canada’s laws that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information.

This Annual Report on the Canadian Air Transport Security Authority’s (CATSA) administration of the *Act* has been prepared in accordance with section 72(1) of the *Act* and is hereby submitted for tabling in Parliament under Section 72(2) of the *Act*.

This is the 19<sup>th</sup> Annual Report. Previous such reports are available under the “Reports and Summaries” heading of the “Privacy” page on the [www.catsa.gc.ca](http://www.catsa.gc.ca) website.

## II - THE CANADIAN AIR TRANSPORT SECURITY AUTHORITY - MANDATE

Established as an agent Crown Corporation on April 1, 2002, CATSA’s mandate is to protect the public by securing critical elements of the air transportation system as assigned by the Government of Canada.

Fully funded by parliamentary appropriations, CATSA is accountable to Parliament through the Minister of Transport. CATSA is governed by a Board of Directors. Operations are directed by a senior management team. CATSA currently contracts security screening to third-party contractors.

CATSA delivers on its mandate of securing Canada’s air transportation system by conducting the following activities across 89 of Canada’s designated airports:

1. **Pre-Board Screening (PBS)** - The screening of passengers and their belongings prior to their entry into the secure area of an air terminal building;
2. **Hold Baggage Screening (HBS)** - The screening of passengers checked (or hold) baggage to prevent the boarding of prohibited items;
3. **Non-Passenger Screening (NPS)** - The random screening of non-passengers accessing restricted areas; and
4. **Restricted Area Identity Card (RAIC)** - The program that uses iris and fingerprint biometric identifiers to allow non-passenger access to the restricted areas of airports.

Under an agreement concluded with Transport Canada in 2010, CATSA has the authorization to conduct screening of cargo at smaller airports if there is capacity to do so. Each of these activities is carried out effectively, efficiently, consistently, and in the public interest, as required by the *CATSA Act*.



## IMPLEMENTATION OF THE *PRIVACY ACT* AT CATSA

The Manager, Privacy and ATIP, who is also the organization's Access to Information and Privacy (ATIP) Coordinator, is responsible for processing requests received under the *Act*, as well as privacy policy and compliance. A Senior ATIP Advisor supports the ATIP Coordinator in processing requests under the *Act*, and a Privacy Advisor supports the privacy policy and compliance function. In addition, a Disclosure Advisor supports the disclosure of personal information under Paragraph 8 of the *Act*.

The ATIP Coordinator reports directly to the Director, Corporate Services and Assistant General Counsel. The Vice-President, Corporate Services and Corporate Secretary serves as CATSA's Chief Privacy Officer (CPO). The Vice-President reports directly to the President and Chief Executive Officer.

CATSA's Privacy Office responsibilities regarding the *Act* are as follows:

- receive and process all requests in accordance with the *Act*;
- assist requesters in formulating their requests when required;
- gather all pertinent records and ensure that the search for information is rigorous and complete; receive and process all disclosure requests in accordance with the *Act*;
- conduct the initial record review and provide recommendations to the program areas;
- conduct all internal and external consultations;
- consolidate recommendations and apply all discretionary and mandatory exemptions under the *Act*;
- assist the Office of the Privacy Commissioner (OPC) in all privacy-related matters including complaints against CATSA;
- prepare annual reports on the administration of the *Act*;
- coordinate the annual Info Source update;
- work with representatives throughout the organization, complete Privacy Impact Assessments for any new or substantially modified activity, program or system that collects or uses personal information;
- provide ongoing advice and guidance to senior management and staff on matters related to privacy;



- promote privacy of personal information awareness and training sessions to ensure that all staff are aware of the obligations imposed by legislation;
- respond to consultations received from external organizations;
- develop and maintain privacy policies and guidelines;
- stay current on, and promulgate within CATSA, any changes to administrative requirements for the *Act* from the Treasury Board of Canada Secretariat, or guidance prepared by the Office of the Privacy Commissioner; and
- participate in ATIP community activities and ATIP community meetings.

During 2021-2022, CATSA regularly engaged the OPC to discuss initiatives potentially impacting privacy.

### III - DELEGATION OF SIGNING AUTHORITY

In accordance with section 73(1) of the *Act*, a delegation order, signed by CATSA's President and Chief Executive Officer (CEO), designates the person holding the position of ATIP Coordinator to exercise and perform the privacy duties on behalf of the organization. The delegation order was issued on August 19, 2022.

The signed and dated delegation order is attached to this report as Annex A.

### IV - STATISTICAL REPORT INTERPRETATION

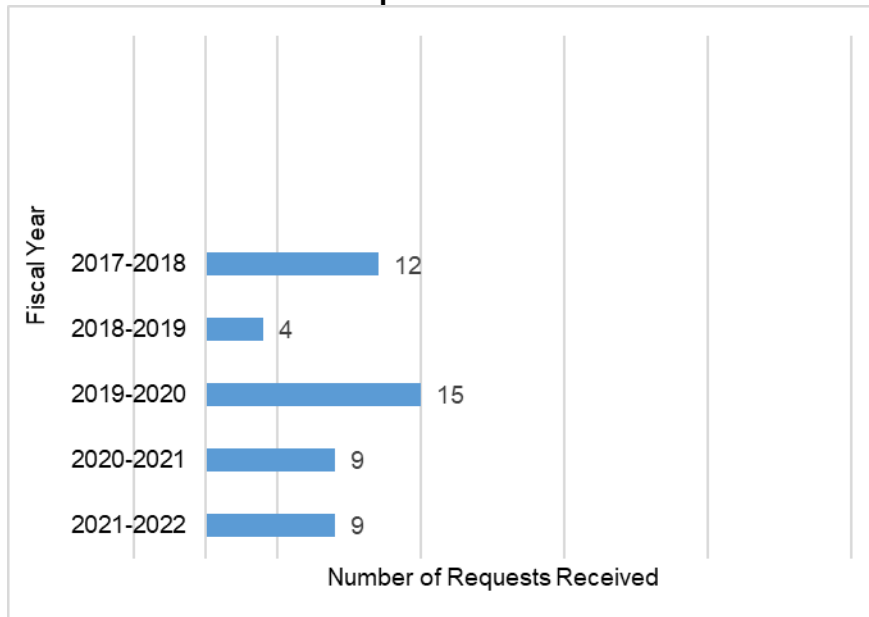
#### ***Privacy Act* Requests Received and Completed**

In the current fiscal year of 2021-2022, CATSA received nine *Privacy Act* requests, which is the same amount of requests processed in the previous fiscal year.

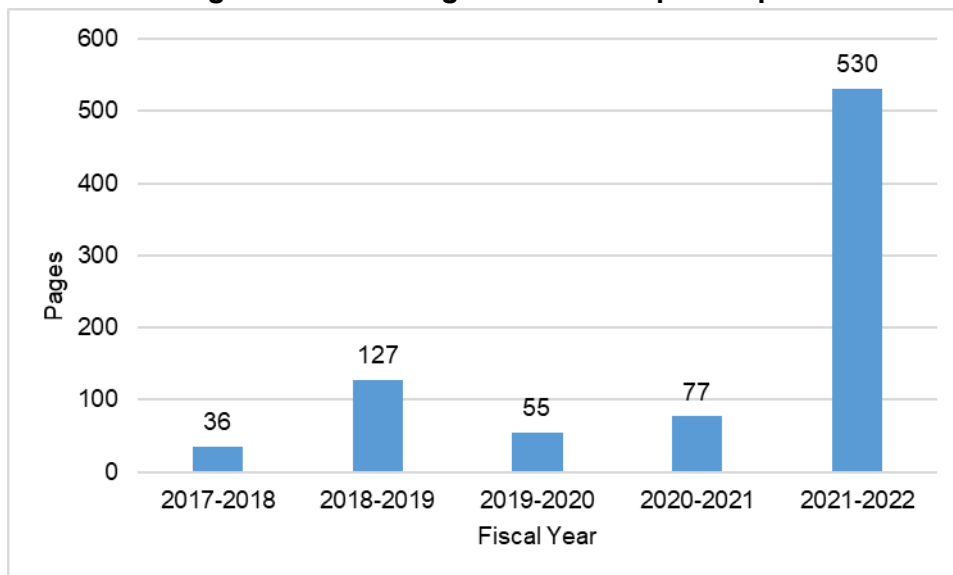
One file was carried over from the previous fiscal year. Of the nine *Privacy Act* requests completed during 2021-2022, CATSA processed 530 pages, an average of 59 pages per request. The number of pages processed increased by 453 pages, a significant increase from the previous fiscal year. One file from the previous year was carried over to fiscal year 2022-2023.



**Chart I: Annual Formal Requests Received**



**Chart II: Average Number of Pages Processed per Request**





## Multi-Year Trend

Over the past number of fiscal years, the number of *Privacy Act* requests submitted to CATSA has fluctuated. Some CATSA *Privacy Act* requests are from members of the travelling public who wish to know if CATSA has any of their personal information on file.

## Completion Time

Of the nine *Privacy Act* requests completed during the 2021-2022 fiscal year, CATSA was successful in responding to 88% of them within the statutory time frame. This result demonstrates CATSA's commitment to ensuring that all efforts are made to complete its requests in a timely manner and in compliance with the *Privacy Act*.

## Disposition of Completed Requests

Of the nine completed requests:

- Seven files (100%) were released without redaction; and
- For two files, no records were provided.
- For the requests that contained a disclosure, three files were delivered electronically and four files in video format.

## Exemptions Invoked

No exemptions were invoked.

## Extensions

For the nine requests completed in 2021-2022, one extension of 30 days was taken due to the potential for serious interference with the operations of the Organization.

## Consultations

During this reporting period, CATSA received one consultation of 83 pages from another government department. No consultations were pending at the end of the previous reporting period.

The full Statistical Report on the Administration of the *Act* is attached as [Annex B](#).

## V – TRAINING AND AWARENESS

The Privacy Advisor and ATIP Coordinator both hold the designation of Certified Information Privacy Professional - Canada (CIPP/C), and keep current through professional development



opportunities such as attendance at conferences and peer communication in order to provide the most up to date privacy training.

CATSA continues to provide staff with privacy training, most recently in accordance with its Privacy Training and Awareness Plan adopted in June of 2020. The training plan outlines specific privacy training and awareness activities accessible to various groups, including specific and relevant guidance on how CATSA employees should incorporate privacy considerations into their day-to-day job functions, especially for those with elevated access to personal information. In 2021-2022, as per the training plan, all new CATSA employees are required to complete the privacy e-learning module as part of the mandatory training requirement within 90 days of start of employment and on a triennial basis thereafter.

CATSA also offers additional privacy training during in-person orientation sessions for new employees. In 2021-2022, 27 employees received this orientation training.

## **VI - POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES**

In October 2019, a final Internal Audit report on CATSA's Privacy Management Accountability Framework (PMAF) was issued. The overall conclusion was that CATSA recognizes the importance of privacy within its operations and the PMAF supports its overall Privacy Program. It also found that key foundational components of CATSA's overall Privacy Program are established, including well-defined and communicated accountabilities, roles, and responsibilities, the development and implementation of privacy-related policies and practices and the continuation of established privacy risk mitigation measures (i.e. Privacy Impact Assessments (PIAs) and breach reporting).

As a recommendation from this Internal Audit, a Privacy Risk Register was adopted in June 2021. The register is designed as a privacy management tool that permits the recording and tracking of current privacy risks across the organization.

A new Personal Information Inventory (PII) was also adopted in October 2021 as a result of the Internal Audit. The two-phased project first identified, reviewed and analyzed the types of personal information under CATSA's control across the organization. The second part of the project consolidated that information into an inventory to assist in the Privacy Office's oversight of personal information holdings. It further allows the alignment of the information found in the Personal Information Banks (PIBs) as outlined in InfoSource, and will be a valuable resource for future projects and programs undertaken by CATSA.

The Privacy Office will continue to assess and update the activities used in CATSA's PMAF.



## VII - RESPONSE TO KEY ISSUES RAISED

During the reporting period, one new complaint has been received under the *Act*.

## VIII – MONITORING COMPLIANCE

As a result of the aforementioned Internal Audit, a Privacy Monitoring Plan was developed to mitigate monitoring and reporting compliance risk, and to enhance the foundational components of the CATSA's Privacy Program. This serves to strengthen compliance monitoring practices beyond the Privacy Impact Assessment (PIA) and breach management processes, and provides an effective way to evaluate the status and maturity of CATSA's Privacy Program.

The Privacy Monitoring Plan was approved by senior management in September, 2021. Reports on the CATSA's Privacy Program are submitted to senior management semi-annually.

## IX – MATERIAL PRIVACY BREACHES

No material privacy breaches occurred during the reporting period.

## X - PRIVACY IMPACT ASSESSMENTS

Privacy Impact Assessments (PIAs) provide a framework to ensure that the protection of personal information is considered throughout the design or re-design of a program or service. PIAs identify the extent to which proposals comply with all appropriate statutes and legislation. They assist managers and decision-makers to avoid or mitigate privacy risks and promote only fully informed policy, program and system design choices.

During this fiscal year, the Privacy Office completed a PIA for the Facestation Access Control System.

Completed PIA summaries are made available on the "Reports and Summaries" section of the "Privacy" page on the CATSA Web site: [www.catsa.gc.ca](http://www.catsa.gc.ca).

## XI – PUBLIC INTEREST DISCLOSURES

No disclosures were made under paragraph 8(2)(m) of the *Act* during the reporting period.





## COVID-19 Operational impact

In fiscal year 2021-2022, CATSA's ability to respond to *Privacy Act* requests within the timelines mandated by the *Access to Information Act* continued to be affected by COVID-19. During this period, CATSA experienced limitations in processing *Privacy Act* requests, due to pandemic restrictions from attending at CATSA premises. This was due to the inability to access paper records, which were only retrievable in the physical form and required attendance at the CATSA offices.

## COLLABORATION

CATSA is a strong advocate of collaboration, both internally within the organization as well as within the Privacy Community.

**CATSA** – The Privacy Office regularly engages with various internal groups to provide advice, ideas and best practices. One example of this collaboration is how Privacy engages representatives from across the organization upon receipt of particularly complex requests. This is implemented as needed to reduce the impact on CATSA's daily operations.

**Privacy Community** – The Privacy Office also has regular consultations with other Crown Corporation privacy offices as well as with the Treasury Board Secretariat through quarterly ATIP community meetings. These discussions encourage the sharing of valuable knowledge and experience.

## ANNEXES

**Annex A:** Delegation Order

**Annex B:** Statistical Report on the Administration of the *Privacy Act*



Canadian Air Transport  
Security Authority

Administration canadienne  
de la sûreté du transport aérien

99 Bank Street  
13<sup>th</sup> Floor  
Ottawa, Ontario  
K1P 6B9

99, rue Bank  
13<sup>e</sup> étage  
Ottawa (Ontario)  
K1P 6B9

*Privacy Act*  
Delegation of Authority

Délégation en vertu de la  
*Loi sur la protection des*  
*renseignements personnels*

I, Mike Saunders, President and CEO of CATSA, pursuant to subsection 73(1) of the *Privacy Act*, designate the persons holding the positions set out in the attached Schedule 'A', or persons acting in those positions, to exercise the powers and perform the duties and functions that have been given to me as head of a government institution under the sections of the *Privacy Act*, as set out in the Schedule.

Je, Mike Saunders, Président et Chef de la direction de l'Administration canadienne de la sûreté du transport aérien, en vertu du paragraphe 73(1) de la *Loi sur la protection des renseignements personnels*, délègue aux titulaires des postes mentionnés à l'annexe A, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont je suis, en qualité de responsable d'une institution fédérale, investi par les articles de la *Loi*, tel qu'indiqué dans l'annexe.

Mike Saunders

President and Chief Executive Officer Canadian Air Transport Security Authority /  
Président et Chef de la Direction de l'Administration canadienne de la sûreté du transport aérien

Signed in Ottawa, Ontario, Canada this  
Signé à Ottawa, Ontario, Canada le

19  
19

day of  
jour de

August  
août

2022  
2022



## SCHEDULE 'A' / ANNEXE A

### DELEGATION PURSUANT TO SUBSECTION 73(1) OF THE ACT DÉLÉGATION EN VERTU DU PARAGRAPHE 73(1) DE LA LOI

Section	Description	ATIP Coordinator / Coordonnateur AIPRP	Vice- President, Operations / Vice- Président, Opérations	Senior Director, Operations / Directeur principal, Opérations	General Manager, Program Delivery / Gestionnaire principale, Prestations de programmes	Manager, Security Operations Centre/ Gestionnaire, Centre des opérations de sûreté	Director, HR / Directeur, RH	Senior ATIP Advisor / Conseiller principal AIPRP
			For requests related to passenger and non-passenger records / Pour les demandes concernant les dossiers des passagers et des non-passagers				For requests related to employee records / Pour les demandes concernant les dossiers des employés	
8(2) (b)	For any purpose in accordance with any Act of Parliament or any regulation made thereunder that authorizes its disclosure / Communication aux fins qui sont conformes avec les lois fédérales ou ceux de leurs règlements qui autorisent cette communication	X	X	X	X	X	X	
8(2) (c)	For the purpose of complying with a subpoena or warrant issued or order made by a court, person or body with jurisdiction to compel the production of information or for the purpose of complying with rules of court relating to the production of information / Communication exigée par subpoena, mandat ou ordonnance d'un tribunal, d'une personne ou d'un organisme ayant le pouvoir de contraindre à la production de renseignements ou exigée par des règles de procédure se rapportant à la production de renseignements	X	X	X	X	X	X	
8(2) (d)	To the Attorney General of Canada for use in legal proceedings involving the Crown in right of Canada or the Government of Canada / Communication au procureur général du Canada pour usage dans des poursuites judiciaires intéressant la Couronne du chef du Canada ou le gouvernement fédéral	X					X	
8(2) (e)	To an investigative body specified in the regulations, on the written request of the body, for the purpose of enforcing any law of Canada or a province or carrying out a lawful investigation, if the request specifies the purpose and describes the information to be disclosed / Communication à un organisme d'enquête déterminé par règlement et qui en fait la demande par écrit, en vue de faire respecter des lois fédérales ou provinciales ou pour la tenue d'enquêtes licites, pourvu que la demande précise les fins auxquelles les renseignements sont destinés et la nature des renseignements demandés	X	X	X	X	X	X	
8(2) (f)	Under an agreement or arrangement between the Government of Canada or an institution thereof and the government of a province, the council of the Westbank First Nation, the council of a participating First Nation — as defined in subsection 2(1) of the First Nations Jurisdiction over Education in British Columbia Act —, the government of a foreign state, an international organization of states or an international organization established by the governments of states, or any institution of any such government or organization, for the purpose of administering or enforcing any law or carrying out a lawful investigation / Communication aux termes d'accords ou d'ententes conclus d'une part entre le gouvernement du Canada ou l'un de ses organismes et, d'autre part, le gouvernement d'une province ou d'un État étranger, une organisation internationale d'États ou de gouvernements, le conseil de la première nation de Westbank, le conseil de la première nation participante — au sens du paragraphe	X	X	X	X	X	X	



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			For requests related to passenger and non-passenger records / Pour les demandes concernant les dossiers des passagers et des non-passagers				For requests related to employee records / Pour les demandes concernant les dossiers des employés	
	2(1) de la Loi sur la compétence des premières nations en matière d'éducation en Colombie-Britannique — ou l'un de leurs organismes, en vue de l'application des lois ou pour la tenue d'enquêtes licites							
8(2) (g)	To a member of Parliament for the purpose of assisting the individual to whom the information relates in resolving a problem / Communication à un parlementaire fédéral en vue d'aider l'individu concerné par les renseignements à résoudre un problème	X					X	
8(2) (h)	To officers or employees of the institution for internal audit purposes, or to the office of the Comptroller General or any other person or body specified in the regulations for audit purposes / Communication pour vérification interne au personnel de l'institution ou pour vérification comptable au bureau du contrôleur général ou à toute personne ou tout organisme déterminé par règlement	X						
8(2) (i)	To the Library and Archives of Canada for archival purposes / Communication à Bibliothèque et Archives du Canada pour dépôt	X						
8(2) (j)	To any person or body for research or statistical purpose when satisfied that the purpose for which the information is disclosed meets the conditions referred to in that paragraph / Communication de renseignements personnels à toute personne ou organisme, pour des travaux de recherche ou de statistique, pourvu que les fins auxquelles les renseignements sont communiqués rencontre les conditions énumérées dans cette disposition	X						
8(2) (k)	To any aboriginal government, association of aboriginal people, Indian band, government institution or part thereof, or to any person acting on behalf of such government, association, band, institution or part thereof, for the purpose of researching or validating the claims, disputes or grievances of any of the aboriginal peoples of Canada / Communication à tout gouvernement autochtone, association d'autochtones, bande d'Indiens, institution fédérale ou subdivision de celle-ci, ou à leur représentant, en vue de l'établissement des droits des peuples autochtones ou du règlement de leurs griefs	X						
8(2) (l)	To any government institution for the purpose of locating an individual in order to collect a debt owing to Her Majesty in right of Canada by that individual or make a payment owing to that individual by Her Majesty in right of Canada / Communication à toute institution fédérale en vue de joindre un débiteur ou un créancier de Sa Majesté du chef du Canada et de recouvrer ou d'acquitter la Créance	X					X	
8(2) (m)(i)	For any purpose where, in the opinion of the head of the institution the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure / Communication à toute autre fin dans les cas où, de l'avis du responsable de l'institution, des raisons d'intérêt public justifieraient nettement une éventuelle violation de la vie privée	X	X	X				
8(2) (m) (ii)	For any purpose where, in the opinion of the head of the institution, disclosure would clearly benefit the individual to whom the information relates / Communication à toute autre fin dans les cas où, de l'avis du responsable de l'institution, l'individu concerné en tirerait un avantage certain	X	X	X				



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			For requests related to passenger and non-passenger records / Pour les demandes concernant les dossiers des passagers et des non-passagers				For requests related to employee records / Pour les demandes concernant les dossiers des employés	
8(4)	To keep copies of requests made under 8(2)(e), keep records of information disclosed pursuant to such requests and to make those copies and records available to Privacy Commissioner / Conservation d'une copie des demandes de communication reçues en vertu de l'alinéa 8(2)(e) et une mention des renseignements communiqués, et mettre la copie à la disposition du Commissaire à la protection de la vie privée	X				X		
8(5)	To notify the Privacy Commissioner in writing of disclosure under paragraph 8(2)(m) / Préavis écrit de la communication des renseignements personnels, qui sont visés par l'alinéa 8(2)(m), au Commissaire à la protection de la vie privée	X						
9(1)	To retain a record of use of personal information / Relevé des cas d'usage de renseignements personnels	X				X		X
9(4)	To notify the Privacy Commissioner of consistent use of personal information and update index accordingly / Avis au Commissaire à la protection de la vie privée des usages compatibles qui ont été faits des renseignements personnels et insérer une mention de cet usage dans l'édition suivante du répertoire	X						
10	To include personal information in personal information banks / Renseignements personnels versés dans les fichiers de renseignements personnels	X						
14(a) (b)	To give notice to applicant that access will be given and to give access to requester / Notification au requérant de la communication et communication de documents au requérant	X						X
15	To extend time limit and give notice / Prorogation du délai et avis au requérant	X						X
18(2)	To refuse to disclose any personal information requested under that subsection / Refuser la communication de renseignements personnels demandés qui sont visés par ce paragraphe	X						X
19 - 28	To refuse to disclose any personal information requested under that subsection / Refuser la communication de renseignements personnels demandés qui sont visés par ce paragraphe	X						X
33(2)	To make representations to the Privacy Commissioner / Droit de présenter des observations au Commissaire à la protection de la vie privée	X						
35(1) (b)	To receive the report of findings of the investigation and give notice of action taken or proposed to be taken or reasons why no action has been or is proposed to be taken / Rapport des conclusions et recommandations de l'enquête et notification des mesures prises ou envisagées pour la mise en oeuvre des recommandations	X						
35(4)	To provide access to personal information / Communication de renseignements personnels	X						
37(3)	To receive the report of findings after investigation in respect of personal information / Rapport des conclusions et recommandations à l'issue d'une enquête concernant les renseignements personnels	X						



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			For requests related to passenger and non-passenger records / Pour les demandes concernant les dossiers des passagers et des non-passagers				For requests related to employee records / Pour les demandes concernant les dossiers des employés	
69	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X						X
70	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X						X
72(1)	To prepare annual report for submission to Parliament / Préparation du rapport annuel pour soumission au Parlement	X						X
77	To carry out responsibilities conferred on the Head of the institution by regulations made under section 77 which are not included above / Accomplir les attributions visés par règlement, sous cette section, conférés au responsable de l'institution fédérale, qui ne sont pas spécifiés dans la présente délégation	X						



Government  
of Canada

Gouvernement  
du Canada

## Statistical Report on the *Privacy Act*

Name of institution: Canadian Air Transport Security Authority

Reporting period: 4/1/2021 to 3/31/2022

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

#### 1.1 Number of requests received

		Number of Requests
Received during reporting period		9
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
<b>Total</b>		10
Closed during reporting period		9
Carried over to next reporting period		1
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	1	

#### 1.2 Channels of requests

Source	Number of Requests
Online	0
E-mail	8
Mail	1
In person	0
Phone	0
Fax	0
<b>Total</b>	9

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3 Completion time of informal requests

Completion Time							
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
0	0	0	0	0	0	0	0



2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							
	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	6	1	0	0	0	0	7
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	2	0	0	0	0	0	0	2
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	2	6	1	0	0	0	0	9

3.2 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	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 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

3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	3	0	4	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
530	530	3

3.5.2 Relevant pages processed by request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	1	9	2	521	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
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	1	9	2	521	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
4	4	4

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	4	4	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0

All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
<b>Total</b>	4	4	0	0	0	0

3.5.7 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
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	8
Percentage of requests closed within legislated timelines (%)	88.88888889

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations / Workload	External Consultation	Internal Consultation	Other
1	1	0	0	0

3.7.2 Request closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline 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	1	1
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

3.8 Requests for translation

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

Section 4: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
152	0	0	152

Section 5: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Section 6: Extensions

6.1 Reasons for extensions

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	
1	0	1	0	0	0	0	0	0

6.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	1	0	0	0	0	0	0
31 days or greater								0
Total	0	1	0	0	0	0	0	0



Section 7: Consultations Received From Other Institutions and Organizations

7.1 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	1	83	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	1	83	0	0
Closed during the reporting period	1	83	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

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
Disclose entirely	1	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1

### 7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

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

## Section 8: Completion Time of Consultations on Cabinet Confidences

## 8.1 Requests with Legal Services

[illegible]

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100–500 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

Section 9: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
1	0	0	0	1

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

10.1 Privacy Impact Assessments

Number of PIAs completed	2
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	0	0	0	0
Central	0	0	0	0
Total	0	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	3
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$260,000
Overtime		\$0
Goods and Services		\$4,000
• Professional services contracts	\$4,000	
• Other	\$0	
Total		\$264,000

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	2.700
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.300
Students	0.000
Total	3.000

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

## Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*

Name of institution: Canadian Air Transport Security Authority

Reporting period: 2021-04-01 to 2022-03-31

### Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	0

### Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	52	0	52
Secret and Top Secret Paper Records	0	52	0	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	52	0	52



### Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	2	2
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>2</b>	<b>2</b>

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Access to Information Act*

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	0
Received in 2020-2021	3
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0

Received in 2015-2016 or earlier	0
Total	3

#### Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	1	1
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	0	1	1

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Privacy Act*

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	1
Received in 2020-2021	1
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	2

#### Section 5: Social Insurance Number (SIN)

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
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