



Annual Report on the Administration of the *Privacy Act*

Canadian Air Transport Security Authority

2019-2020





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 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 CATSA’s 17th annual report on the administration of the *Act* that has been tabled in Parliament. The previous such reports are available on the “Reports and Summaries” section of the “Access to Information and Privacy” page on the Web site: www.catsa.gc.ca.

II - THE CANADIAN AIR TRANSPORT SECURITY AUTHORITY - MANDATE

Established as an agent Crown Corporation on April 1, 2002, the Canadian Air Transport Security Authority (CATSA) is mandated 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 and operations are directed by a senior management team. CATSA currently contracts security screening to third-party contractors.

CATSA’s key role in securing Canada’s air transportation system is established by the delivery of the following four mandated responsibilities at 89 designated airports across Canada.

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 which uses iris and fingerprint biometric identifiers to allow non-passenger access to the restricted areas of airports.

In addition, under an agreement concluded with Transport Canada in 2010, CATSA is authorized to conduct screening, where capacity exists, of cargo at smaller airports. 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, Information Management, 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.

The ATIP Coordinator reports directly to the Director, Corporate Services and Assistant General Counsel. The Director reports directly to the Vice-President, Corporate Services, General Counsel and Corporate Secretary, who 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;
- 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 the 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 2019-2020, CATSA regularly engaged the OPC to discuss initiatives potentially impacting privacy.

As a federal government entity, CATSA is subject to the requirements of the *Privacy Act*; however, with the government announcement that negotiations will occur to transition CATSA's operations to a private non-profit entity, the new Designated Screening Authority (DSA) will be subject to the requirements of Canada's private sector privacy legislation, the *Personal Information Protection and Electronic Documents Act* (PIPEDA).

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 positions of ATIP Coordinator to exercise and perform the privacy duties on behalf of the organization. The delegation order was issued on May 3, 2017.

The signed and dated delegation order is attached to this report as [Annex A](#).

IV - STATISTICAL REPORT INTERPRETATION

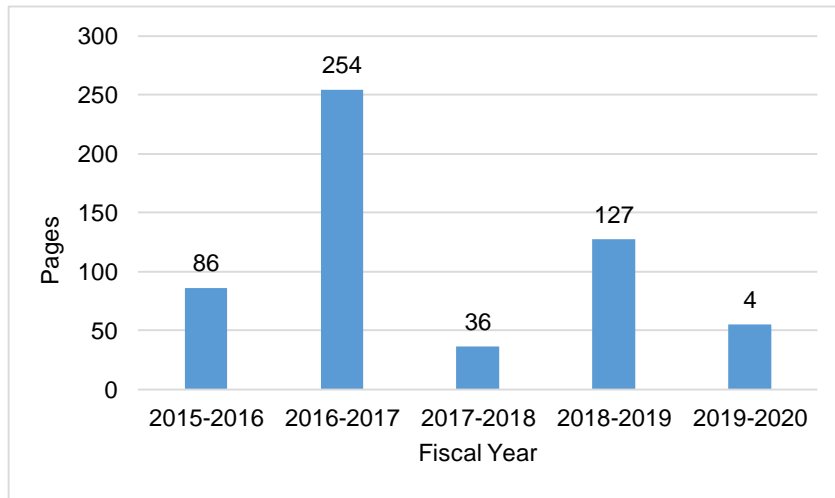
Privacy Act Requests Received and Completed

In the fiscal year of 2019-2020, CATSA received 15 *Privacy Act* requests, an increase from the four requests CATSA processed in the previous fiscal year representing a 375% increase.

One file was carried over from the previous fiscal year. Of the 15 *Privacy Act* requests completed during 2019-2020, CATSA processed 55 pages, an average of 4 pages per request. The number of pages processed decreased by 452 pages for a decrease of 921% over the previous fiscal year.



Chart I: 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. One reason for CATSA *Privacy Act* requests is that members of the travelling public wish to know if CATSA has any of their personal information on file.

Completion Time

Of the 15 *Privacy Act* requests completed during the 2019-2020 fiscal year, CATSA was successful in responding to 93% 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.

Disposition of Completed Requests

Of the 15 requests completed in the 2019-2020 fiscal year, two of the files were disclosed in part and one file was released without redaction. No records were provided for 10 files and two files were abandoned. In all cases, where a disclosure was made, copies were provided.



Exemptions Invoked

Where material was redacted, these reasons were cited:

<u>Reason</u>	<u>Number of Cases</u>
Personal information (S. 26)	1
International affairs and defence (S. 21)	2

Extensions

For the 15 requests completed in 2019-2020, one extension of 30 days was taken due to the potential for serious interference with the operation of the Organization.

Consultations

During this reporting period, CATSA did not receive any consultations from another government department and 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.

COVID-19 Operational impact Privacy

CATSA is operating under a Business Continuity Plan, we have full capacity to provide privacy advice and to respond to disclosure requests under Subsection 8(2)(e) of the *Privacy Act*. Privacy staff are teleworking with full network access.

V – TRAINING

The Privacy Office provides privacy-training sessions, tailored to the functions and requirements of specific teams.

In 2019-2020, directed training was provided to 21 employees at CATSA headquarters. One training session was given to five members of the Legal team. Another training session was given to 16 employees from various groups within CATSA to provide an introduction to PIPEDA.

The team responsible for Information Management, Privacy and ATIP also offers orientation privacy training to all new employees, both in-person and through web conferencing. In 2019-2020, 28 employees received orientation training.

Privacy e-learning modules are also available to CATSA employees across Canada.

In addition, one-on-one privacy support is provided to employees as needed, to clarify the Authority's expectations with regard to the protection of privacy and the implementation of the *Act*.



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.

VI - POLICIES, GUIDELINES AND PROCEDURES

CATSA continues to refine its internal practices to integrate appropriate personal information management throughout the organization, thereby ensuring a high level of service to all of its requesters.

The Privacy Management Accountability Framework (PMAF), detailing the privacy-related activities throughout CATSA, was approved by the Board of Directors in 2016-17. It continues to be the basis for directing the privacy program's priorities and illustrating accountability of the Privacy Office's implementation of its privacy activities.

In March 2020, a section of CATSA's website was dedicated to Privacy, (<https://www.catsa-acsta.gc.ca/en/privacy-policy>). This new section includes a Privacy Policy as well as information about how and why travellers' Boarding Pass Security System (BPSS) information is used by CATSA. It also provides individuals with an enhanced understanding of the purposes of the collection of personal information, as well as how long the personal information is retained.

VII - RESPONSE TO KEY ISSUES RAISED

During the reporting period, no new complaints or investigation notices were received under the *Act*.

In 2019-2020, a CATSA internal audit was conducted to assess CATSA's PMAF against the Canadian Institute of Chartered Accountants (CICA) and the American Institute of Certified Public Accountants (AICPA) Generally Accepted Privacy Principles (GAPP) and to identify potential gaps, including those related to CATSA's anticipated transition to PIPEDA.

The scope of the internal audit engagement focused on assessing the design of CATSA's PMAF against GAPP's 73 specific privacy controls grouped around the ten overall privacy principles of the Canadian Standards Association *Model Code for the Protection of Personal Information* ("CSA Model Code"). Audit testing of the day-to-day operating effectiveness of the privacy controls was not performed.

The overall conclusion of the audit was that CATSA recognizes the importance of privacy within its operations and the PMAF supports its overall Privacy Program. Key foundational components of CATSA's overall Privacy Program are established in the PMAF, including well defined and communicated accountabilities, roles, and responsibilities, as well as the development and implementation of privacy-related policies and practices, such as the well established Privacy Impact Assessment (PIA) and breach reporting processes. Based on the assessment against



GAPP, the internal audit found that CATSA's PMAF and supporting practices are generally functioning as would be expected for an organization such as CATSA.

However, the internal audit found that there are opportunities for improvement to strengthen CATSA's overall privacy practices. These recommendations suggest introducing enhancements, including those to the privacy policy, training, and risk management practices. It was also recommended that implementing additional monitoring and reporting would further increase the maturity of CATSA's Privacy Program. Of particular note, CATSA's practices related to notice and consent will need to be enhanced to prevent potential non-compliance risks in regards to its future PIPEDA requirements.

CATSA has committed to and has begun addressing the internal audit recommendations in accordance with prescribed timelines.

III - MONITORING

There are only two employees directly involved in the processing of Privacy requests. Therefore, a formal monitoring procedure to oversee the time taken to complete the requests has not been established. However, the ATIP Coordinator signs all outgoing correspondence regarding the ongoing processing of the Privacy files and is therefore is aware of the status of the files. A weekly report is sent to senior management indicating the status of each file with the text of the request and a brief description of the status of the file.

The ATIP Coordinator meets with the Privacy Advisor on a weekly basis to discuss the progress of all internal privacy policy and compliance files.

IX - 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 reporting period, the Performance Programs Use of Test Subjects¹ PIA was updated further to recommendations made by the OPC.

No new PIAs were completed during the reporting period.

Completed PIA summaries are made available on the “Reports and Summaries” section of the “Access to Information and Privacy” page on the CATSA Web site: www.catsa.gc.ca.

XI - DISCLOSURES MADE PURSUANT PARAGRAPH 8 OF THE *PRIVACY ACT*

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

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, as much as possible, the impact on CATSA’s daily operations.

Privacy Community – The CATSA Privacy Office’s regular engagement with other Crown Corporation privacy offices, Treasury Board Secretariat quarterly ATIP community meetings and separate meetings of the Crown corporation ATIP community, has enabled the ATIP Coordinator and the Privacy Advisor to share valuable knowledge and experience through consultation and discussion.

¹Due to the security sensitive nature of the Program, a summary of this assessment will not be posted on the CATSA website.



ANNEXES

Annex A: Delegation Order

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

Annex A



Canadian Air Transport
Security Authority

99 Bank Street
13th Floor
Ottawa, Ontario
K1P 6B9

Administration canadienne
de la sûreté du transport aérien

99, rue Bank
13^e étage
Ottawa (Ontario)
K1P 6B9

Our file / Notre référence
RDIMS # 63579

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 section 73 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 de l'article 73 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

3rd day of
3eme jour de

May
mai

2017
2017

Canada





Annex A

DELEGATION ORDER

Section	Description	ATIP Coordinator / Coordonateur	AIPRP	Vice- President, Service Delivery / Vice- President, Prestation de services	Director, Program Delivery / Directeur, Prestation de programmes	General Manager, Program Delivery / Gestionnaire principale, Prestation de programmes	Manager SOC and Security Liaison / Gestionnaire principal, COS	General Manager, HR / Gestionnaire principale, 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	X		X	X	X	X	X	



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			AIPRP	For requests related to passenger and non-passenger records / Pour les demandes concernant les dossiers des passagers et des non-passagers				
	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 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 recherché ou de statistique, pourvu que les fins auxquelles les renseignements sont communiqués rencontre les	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					
	conditions énumérées dans cette disposition							
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 laCréance	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 outweighsany 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				
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		



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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(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						



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			AIPRP	For requests related to passenger and non-passenger records / Pour les demandes concernant les dossiers des passagers et des non-passagers				
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						
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						

Annex B



Government of Canada / Gouvernement du Canada

Statistical Report on the *Privacy Act*

Name of institution: Canadian Air Transportation Security Authority

Reporting period: 2019-04-01 to 2020-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	15
Outstanding from previous reporting period	1
Total	16
Closed during reporting period	15
Carried over to next reporting period	1

Section 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	1	0	0	0	0	0	0	1
Disclosed in part	0	2	0	0	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	10	0	0	0	0	0	0	10
Request abandoned	0	1	0	0	0	0	1	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	11	3	0	0	0	0	1	15

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	1
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	2	22.3	0	28	0
		22.4	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

Paper	Electronic	Other
3	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
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

2.6 Closed requests

2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	14
Percentage of requests closed within legislated timelines (%)	93.3

2.7 Deemed refusals

2.7.1 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

2.7.2 Requests 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 Timelines 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	1	1
More than 365 days	0	0	0
Total	0	1	1

2.8 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 3: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
415	0	0	415

Section 4: 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 5: Extensions

5.1 Reasons for extensions and disposition of requests

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 Confidence Section (Section 70)	External	Internal	
1	1	0	0	0	0	0	0	0

5.2 Length of extensions

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

Section 6: Consultations Received From Other Institutions and Organizations

6.1 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	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
Carried over to the next reporting period	0	0	0	0

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

Section 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
Total	0	0	0	0	0	0	0	0	0	0

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	
	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 8: Complaints and Investigations Notices Received

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

Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)

9.1 Privacy Impact Assessments

Number of PIA(s) completed	0
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9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	0	0	0	0

Section 10: Material Privacy Breaches

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

Section 11: Resources Related to the *Privacy Act*

11.1 Costs

Expenditures		Amount
Salaries		\$105,000
Overtime		\$0
Goods and Services		\$110,000
• Professional services contracts	\$45,000	
• Other	\$65,000	
Total		\$215,000

11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.30

Part-time and casual employees	0.75
Regional staff	0.00
Consultants and agency personnel	0.25
Students	0.00
Total	2.30

Note: Enter values to two decimal places.