



**Canadian Dairy  
Commission**

**Commission  
canadienne du lait**

**Annual Report to Parliament  
on the administration of  
the *Privacy Act***

**2017 - 2018**

**Canadian Dairy Commission's  
Annual Report of the Minister of Agriculture and Agri-Food Canada to Parliament  
on the administration of the *Privacy Act*  
April 1, 2017 to March 31, 2018**

**1. Introduction**

The *Privacy Act* (Revised Statutes of Canada, Chapter A-1, 1985) was proclaimed on July 1, 1983. The purpose of the *Privacy Act* is to extend the present laws of Canada 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.

Under Section 72 (1) of the *Privacy Act*, the head of every government institution is required to prepare an annual report on the administration of this Act within the institution during each fiscal year and to table it to Parliament.

The Canadian Dairy Commission (CDC), a federal Crown corporation, plays a central facilitating role for the multi-billion dollar Canadian dairy industry. The CDC was established in 1966 with the proclamation of the *Canadian Dairy Commission Act* and reports to Parliament through the Minister of Agriculture and Agri-Food. Funded by the federal government, producers and the marketplace, the CDC strives to balance and serve the interests of all dairy stakeholders: provincial marketing boards and agencies, producers, processors, further processors, exporters, consumers and governments.

As per the *Canadian Dairy Commission Act*, the CDC's legislated objectives are:

- to provide efficient producers of milk and cream with the opportunity to obtain a fair return for their labour and investment; and
- to provide consumers of dairy products with a continuous and adequate supply of dairy products of high quality.

**2. Organizational Structure**

At the CDC, the Corporate Secretary, who is also the ATIP Advisor, is responsible for administering all access to information and privacy requests. The Corporate Secretary reports to the Chief Executive Officer. Delegated signing authority for access to information requests is assigned to the Corporate Secretary.

The Corporate Secretary is responsible for coordinating and implementing ATIP related policies, guidelines and procedures at the CDC to ensure compliance with the *Access to Information Act* and the *Privacy Act* and for providing guidance on ATIP related matters and, when required, consulting with other federal and provincial government institutions.

**3. Delegation Order**

The CDC's Chief Executive Officer has delegated to the Corporate Secretary the authority to oversee the administration of the the *Privacy Act* for the CDC and to ensure compliance with the legislation. A copy of the approved delegation order can be found in Appendix A.

#### **4. Highlights of the Statistical Report 2017-2018**

There were four privacy requests received in the 2017-2018 reporting period. A copy of the CDC's Statistical Report on the *Privacy Act* can be found in Appendix B.

There is no multi-year statistical trend analysis in this report as the CDC has not received any privacy requests in the past until the 2017-2018 reporting period.

#### **5. Training and Awareness**

The Corporate Secretary attends ATIP community meetings hosted by Treasury Board Secretariat of Canada. No training activities were undertaken during the 2017-2018 reporting period.

#### **6. Policies, Guidelines, Procedures and Initiatives**

The CDC ATIP policy and procedure on responding to ATIP requests are available to all employees and are posted on the CDC's Intranet. Slight amendments were made to the CDC's ATIP policy and procedures to include the proactive publication requirements which will come into force upon the Royal Assent of Bill C-58.

#### **7. Summary of Key Issues and Actions Taken on Complaints or Audits**

There were no complaints or investigations to the Information Commissioner received or submitted the 2017-2018 reporting period.

#### **8. Monitoring Compliance**

For each request, the Corporate Secretary notes the search time of each individual involved in responding to the request. Once the Corporate Secretary receives all the documentation, she keeps track of her time consulting staff members and reviewing the documents for applying exemptions. This information is kept for statistical purposes and is shared with Agriculture and Agri-Food Canada ATIP office. For this reporting period, the Corporate Secretary monitored the time it took to process the 4 privacy requests which were received in the reporting period of 2017-2018. The time to process the requests amounted to five days of work at 7.5 hours per day for a total of 37.5 hours.

#### **9. Material Privacy Breaches**

There were no privacy breaches during the 2017-2018 reporting period.

#### **10. Privacy Impact Assessment (PIA)**

There were no PIAs conducted during the 2017-2018 reporting period.

#### **11. Public Interest Disclosures**

All release packages were disclosed in part. Information was severed as per section 26 of the *Privacy Act*.



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Date: June 5, 2018

**ACCESS TO INFORMATION AND PRIVACY DELEGATION ORDER**

TO: Danie Cousineau, Corporate Secretary and ATIP Advisor

FROM: Serge Riendeau, Chief Executive Officer

The Chief Executive Officer, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the Corporate Secretary to exercise the powers, duties and functions of the Chief Executive Officer of the Canadian Dairy Commission.

This designation replaces all previous delegation orders.

Schedule Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Corporate Secretary	Full authority	Full authority

Date, at the City of Ottawa, this 7 day of June, 2018

Serge Riendeau  
 Chief Executive Officer



## Statistical Report on the *Privacy Act*

Name of institution: Canadian Dairy Commission

Reporting period: 2017-04-01 to 2018-03-31

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

	Number of Requests
Received during reporting period	4
Outstanding from previous reporting period	0
<b>Total</b>	4
Closed during reporting period	4
Carried over to next reporting period	0

### Part 2: Requests Closed During the Reporting Period

#### 2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	1	2	1	0	0	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	1	2	1	0	0	0	0	4

## 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	4
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	28	0
21	0	22.3	0		

## 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	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

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	3	1	0
<b>Total</b>	<b>3</b>	<b>1</b>	<b>0</b>

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	0	0
Disclosed in part	143	139	4
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
<b>Total</b>	<b>143</b>	<b>139</b>	<b>4</b>

## 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	3	37	1	102	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
<b>Total</b>	<b>3</b>	<b>37</b>	<b>1</b>	<b>102</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

## 2.6 Deemed refusals

### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

## 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

## 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

### Part 3: Disclosures Under Subsections 8(2) and 8(5)

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

### Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
<b>Total</b>	0

## Part 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Interference With Operations	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	1	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	1	0	0	0

### 5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	1	0	0	0
<b>Total</b>	1	0	0	0

## Part 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
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

**6.2 Recommendations and completion time for consultations received from other Government 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
<b>Total</b>	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
<b>Total</b>	0	0	0	0	0	0	0	0

## Part 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
<b>Total</b>	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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Part 8: Complaints and Investigations Notices Received

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

## Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0
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## Part 10: Resources Related to the *Privacy Act*

### 10.1 Costs

Expenditures		Amount
Salaries		\$4,600
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$4,600</b>

### 10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.50</b>

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