

DEFENCE
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2022–23 ***Privacy Act*** **Annual Report**

April 1, 2022 to March 31, 2023

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Report on the *Privacy Act*

Introduction

The *Privacy Act* (PA) protects the privacy of Canadian citizens and permanent residents against the unauthorized use and disclosure of personal information about themselves held by a government institution. It also provides individuals with a right of access to that information and the right to correct inaccurate personal information. In addition, the PA legislates how the government collects, stores, disposes of, uses and discloses personal information.

Section 72 of the PA requires the head of every federal government institution to submit an annual report to Parliament on the administration of the PA during the fiscal year. This annual report summarizes the administration of the PA during 2022–23 for Defence Construction (1951) Limited, carrying on business as Defence Construction Canada (DCC).

Mandate of DCC

The principal mandate of DCC, pursuant to the *Defence Production Act* (DPA), is to meet the infrastructure and environmental needs of the Department of National Defence (DND) and the Canadian Armed Forces by providing quality services. DCC's mission is to deliver and maintain infrastructure and environmental projects and services, and provide full lifecycle infrastructure support, required for the defence of Canada.

DCC is an agent of the Crown incorporated for the purpose of carrying out the procurement for and delivering of defence infrastructure projects and the DPA defines defence contracts.

Throughout our history, DCC has supported the Government of Canada, both at home and abroad, and we currently have two primary Client-Partners: the infrastructure and environment community at DND; and Communications Security Establishment.

DCC operates across Canada in six regions (Pacific Region, Western Region, Ontario Region, National Capital Region, Quebec Region and Atlantic Region) and offers service delivery across five service lines (Contract Management Services; Contract Services; Environmental Services; Project and Program Management Services; and Real Property Management Services).

DCC reports to Parliament through the Minister of Public Services and Procurement.

DCC's Access to Information and Privacy Office

DCC's Access to Information and Privacy (ATIP) Office is accountable for developing and implementing effective policies, guidelines, systems and procedures to ensure DCC meets its responsibilities under the *Access to Information Act* (ATIA) and the PA.

The main activities of the ATIP Office include the following:

1. monitoring compliance with relevant Acts, regulations, procedures and policies;
2. processing requests under both Acts;
3. maintaining relationship with all Points of Contact (POC) within the regions to support seamless processing of PA business;
4. developing and maintaining policies, procedures and guidelines to ensure DCC respects the Acts;
5. promoting awareness of the Acts within DCC to ensure employees know and understand their responsibilities;
6. preparing annual reports to Parliament and other statutory reports, as well as other materials that may be required;
7. representing DCC in dealings with the Treasury Board of Canada Secretariat (TBS), the Privacy Commissioner, and other government departments and agencies; and
8. helping DCC meet its commitments to ensure openness and transparency through proactive and informal disclosure of information.

During 2022–23, the ATIP Office supported DCC’s compliance requirements by:

- reporting travel and hospitality expenses of senior officials;
- responding to parliamentary questions (Order Paper Questions);
- responding to constituent inquiries; and
- reviewing DCC’s contracts.

Organizational Structure

During 2022–23, the ATIP Office had three full-time positions: the ATIP Coordinator, the ATIP Deputy Coordinator and the ATIP Administrator

DCC was not party to any service agreements under section 73.1 of the PA during 2022–23.

Delegation of Authority

Pursuant to section 73 of the *Privacy Act*, DCC’s President has delegated his powers and duties to the ATIP Coordinator. See Appendix A for the Delegation Order.

Summary and Highlights of Activities

Members of DCC's ATIP team offered privacy policy recommendations related to program function and responded to requests for privacy impact advice.

The ATIP Office reviewed its documentation, including the acknowledgement letter, extension letter, other government entity consultation letter and release letters during 2022–23. To better meet the needs of requesters, DCC also continued to offer interim release packages, when possible.

The ATIP Office onboarded to TBS' ATIP Online Request Service (now referred to as Access to Information and Personal Information Request Service) during the 2021–22 fiscal year, which supported requesters in offering an electronic option for submitting ATIP requests.

The ATIP Office continued to monitor the TBS and Public Services and Procurement Canada's initiative to procure new ATIP processing software and intends to purchase an available solution in the future.

Training and Awareness

During 2022–23, DCC continued to inform senior management of the volume of access to information and privacy requests and increase awareness of ATIP matters.

The ATIP Office briefs DCC's five executives monthly and 20+ senior managers twice a year. Topics covered in the presentation include the following:

- annual and quarterly ATIP requests and pages reviewed; and
- consultation requests.

The ATIP Office also continued to provide reports to DCC's Board of Directors. Through quarterly reports, the ATIP Office provides an overview of its activities administering the ATIA and the PA. Topics covered in the ATIP Board Report include the following:

- ATIP activities relating to legislative compliance;
- statistical reporting and new request summaries;
- corporate risk assessments; and
- issues identified through ATIP-related environmental scans.

A plain language policy document on the PA is accessible to all employees via the DCC intranet.

In 2022–2023, the ATIP Office reviewed training tools and developed a new training module for in-person and self-led training of DCC employees that reflects updates to the PA and to related PA policies. This training covers DCC's responsibilities under the PA.

DCC's Deputy ATIP Coordinator is developing a training plan and an ATIP awareness campaign to implement training and general awareness across all DCC regions. This work will continue into the next fiscal year.

In 2022–23, an on-site training was conducted at one of DCC's six regions.

Policies, Guidelines and Procedures

In accordance with the Government of Canada's priorities of openness and transparency, DCC remained committed to reviewing and improving its administration of the PA in 2022–23.

DCC's ATIP Office continues to ensure compliance with the following TBS policy instruments and tools:

- Policy on Privacy Protection;
- Policy on Service and Digital;
- Directive on Privacy Practices;
- Directive on Personal Information Requests and Correction of Personal Information;
- Directive on Privacy Impact Assessment;
- Directive on Social Insurance Number; and,
- Directive on Service and Digital.

Review of privacy policies, guidelines and procedures, including DCC's Privacy Impact Assessment Policy, Privacy Breach Protocol, and Privacy Management Framework, continued into this reporting period. A renewal of privacy focused policy and procedures will continue into the following reporting period.

DCC has established awareness tools to remind employees of their rights and obligations under the PA, as well as DCC ATIP policies and procedures, and DCC's Code of Business Conduct, which incorporates the *Public Servants Disclosure Protection Act* by reference.

Overview of 2022–23 Operating Environment Impacting ATIP Activity

DCC fully supports openness, transparency and accountability, guiding principles of the Government of Canada. As in the previous fiscal year, DCC's ability to carry out ATIP activities was impacted by the circumstances and exceptional measures put in place by health officials in response to the COVID-19 pandemic.

DCC continued to take its lead from the Public Health Agency of Canada, and employees maintained their remote working schedule. Remote work environments had an impact on the ATIP Office, whose employees successfully balanced multiple work and home responsibilities in response to the pandemic.

DCC's ATIP Office operated at reduced capacity throughout 2022–23.

Privacy Act Statistical Report

Summary of Requests

The table below shows the number of PA requests received and processed by DCC over the past five reporting periods:

Reporting Period	Requests Received	Number of Pages Processed	Completion Time
2022–23	0	0	Not applicable
2021–22	3	102	Within 60 days
2020–21	0	0	Not applicable
2019–20	0	0	Not applicable
2018–19	2	64	Within 15 days

Between April 1, 2022, and March 31, 2023, DCC received no requests for personal information under the PA, and no requests under the PA were carried over from the previous reporting period.

Disposition of Completed Requests

No requests for personal information were received by DCC's ATIP Office.

Completion Time and Extensions

As no requests for personal information were received, DCC did not have reason to request extensions under the PA. Extensions under the PA are taken pursuant to section 15 to allow consultations or to have records translated (paragraphs 15(1)(a) and 15(1)(b)).

DCC takes its duty to assist very seriously and works closely with requesters during all aspects of request processing.

Monitoring Requests and Correction of Personal Information

The ATIP Deputy Coordinator and ATIP Administrator monitored DCC's case management document daily to check for updates or highlights in case files and to ensure that file progression occurs within the legislated timeframe. This ensures continued compliance with principles of the PA.

The ATIP Administrator met with the ATIP Deputy Coordinator weekly to review the status of case files and manage the ATIP Office's response to complex requests in a high tempo environment. The ATIP Coordinator has touchpoints with both the ATIP Deputy Coordinator and the ATIP Administrator as needed.

Additionally, the ATIP Administrator distributed the ATIP Monthly Activity Report to the Executive Management Group. This report captures new requests, both formal and informal, as well as requests for consultation received during the preceding month. It also contains statistical information regarding ATIP Office activity on a monthly and year-to-date basis.

No correction of personal information occurred during this reporting period.

Exemptions Invoked

DCC did not invoke any exemptions during 2022–23.

Exclusions Invoked

DCC did not invoke any exclusions during 2022–23.

Requests for Consultation from Other Government Institutions and Organizations

DCC did not receive any privacy consultation requests during 2022–23.

Privacy Breach Summary

DCC follows the TBS guidelines to determine which privacy breaches meet the threshold for notifying the Office of the Privacy Commissioner of Canada (OPC) and TBS. In 2022–2023, DCC reported one material privacy breach to the OPC and TBS.

Privacy Impact Assessment (PIA)

No new PIAs were initiated or completed during 2022–23.

Disclosures Pursuant to Paragraph 8(2)(m)

DCC made no disclosures under paragraph 8(2)(m) of the PA during 2022–23.

Translation

There were no requests for records to be translated during 2022–23.

Fees and Costs

DCC's costs directly associated with administering the PA in 2022–23 was estimated to be \$23,437. The majority of DCC's ATIP Office costs were for work under the administration of the ATIA and are noted in DCC's 2022–23 *Access to Information Act* Annual Report.

Complaints and Requests for Judicial Review

DCC received one complaint under the PA.

There were no requests for judicial review in 2022–23.

Appendix A: Delegation Order



Access to Information Act and Privacy Act Delegation Order

Arrêté de délégation en vertu de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*

By means of this Order, I, Derrick Cheung, as President and Chief Executive Officer (CEO) of Defence Construction (1951) Limited, operating as Defence Construction Canada (DCC), delegate the authority herein described to the Director, Governance and Legal Affairs and Corporate Secretary, as follows:

- I. The Director, Governance and Legal Affairs and Corporate Secretary, may, on my behalf, exercise or perform any of the powers, duties or functions as they relate to the administration of the *Access to Information Act* (ATIA) and the *Privacy Act* (PA) and associated Regulations.
- II. This delegation is made pursuant to section 95 of the ATIA and section 73 of the PA and is subject thereto.
- III. This delegation is effective immediately and shall run until revoked by me or my successor.
- IV. The powers, duties or functions delegated by means of this Order are not subject to sub-delegation without my prior and express written consent.

Par cet arrêté, je soussigné, Derrick Cheung, président et premier dirigeant de Construction de défense (1951) Limitée, communément appelée Construction de Défense Canada (CDC), délègue les pouvoirs décrits ci-dessous à la directrice, Gouvernance et affaires juridiques, et Secrétaire de la Société :

- I. La directrice, Gouvernance et affaires juridiques, et Secrétaire de la Société est autorisée à exercer en mon nom les attributions liées à l'administration de la *Loi sur l'accès à l'information* (LAI) et de la *Loi sur la protection des renseignements personnels* (LPRP) ainsi que de leurs règlements.
- II. Cette délégation de pouvoirs est accordée en vertu de l'article 95 de la LAI et de l'article 73 de la LPRP, et leur est assujettie.
- III. Cette délégation de pouvoirs prend effet immédiatement et restera en vigueur jusqu'à ce qu'elle soit révoquée par moi-même ou par mon successeur.
- IV. Les attributions déléguées en vertu de cet arrêté ne peuvent être subdéléguées sans mon consentement écrit, exprès et préalable.

DATED | DATÉ: SEPT. 18 2023 | 18 SEPT. 2023

DERRICK CHEUNG, LL.M., MBA, MA
PRESIDENT AND CEO, DCC | PRÉSIDENT ET PREMIER DIRIGEANT, CDC

Acknowledged and Agreed | Reconnu et accepté

DATED | DATÉ: SEPT. 18 2023 | 18 SEPT. 2023

ALISON LAWFORD, LL.B., LL.M.
DIRECTOR, GOVERNANCE AND LEGAL AFFAIRS AND CORPORATE SECRETARY, DCC |
DIRECTRICE, GOUVERNANCE ET AFFAIRES JURIDIQUES, ET SECRÉTAIRE DE LA SOCIÉTÉ, CDC

Appendix B: **Statistical Report on the *Privacy Act***

Statistical Report on the Privacy Act

 Name of institution: Defence Construction Canada

 Reporting period: 2022-04-01 to 2023-03-31
Section 1: Requests Under the Privacy Act
1.1 Number of requests received

		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
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

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

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								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		
0	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							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
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
Total	0	0	0	0	0	0	0	0

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	0	0	0	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
0	0	0

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	0	0	0	0	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	0	0	0	0	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
0	0	0

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	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

3.5.7 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	0
Percentage of requests closed within legislated timelines (%)	0

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
0	0	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	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

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
0	0	0	0

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 extensions 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	
0	0	0	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	0	0	0	0	0	0	0
31 days or greater								
Total	0	0	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	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 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							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	
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
Total	0	0	0	0	0	0	0	0

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							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	
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
Total	0	0	0	0	0	0	0	0

Section 8: Completion Time of Consultations on Cabinet Confidences**8.1 Requests with Legal Services**

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

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	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	4	0	0	0
Central	15	0	0	0
Total	19	0	0	0

Section 11: Privacy Breaches**11.1 Material Privacy Breaches reported**

Number of material privacy breaches reported to TBS	1
Number of material privacy breaches reported to OPC	1

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	0
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Section 12: Resources Related to the Privacy Act**12.1 Allocated Costs**

Expenditures	Amount
Salaries	\$23,437
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$23,437

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.240
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.240

Note: Enter values to three decimal places.

Appendix C:
Supplemental Statistical Report on the Access
to Information Act and Privacy Act

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

Name of institution: Defence Construction Canada

Reporting period: 2022-04-01 to 2023-03-31

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	52

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	0	52	52
Secret and Top Secret Paper Records	0	0	52	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	0	52	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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	3	0	3
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	1	1
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	3	1	4

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023	0
Received in 2021-2022	1
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	1

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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023	1
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	1

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*