

DEFENCE  
CONSTRUCTION  
CANADA



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CANADA

**2021–22**

***Privacy Act***

**Annual Report**

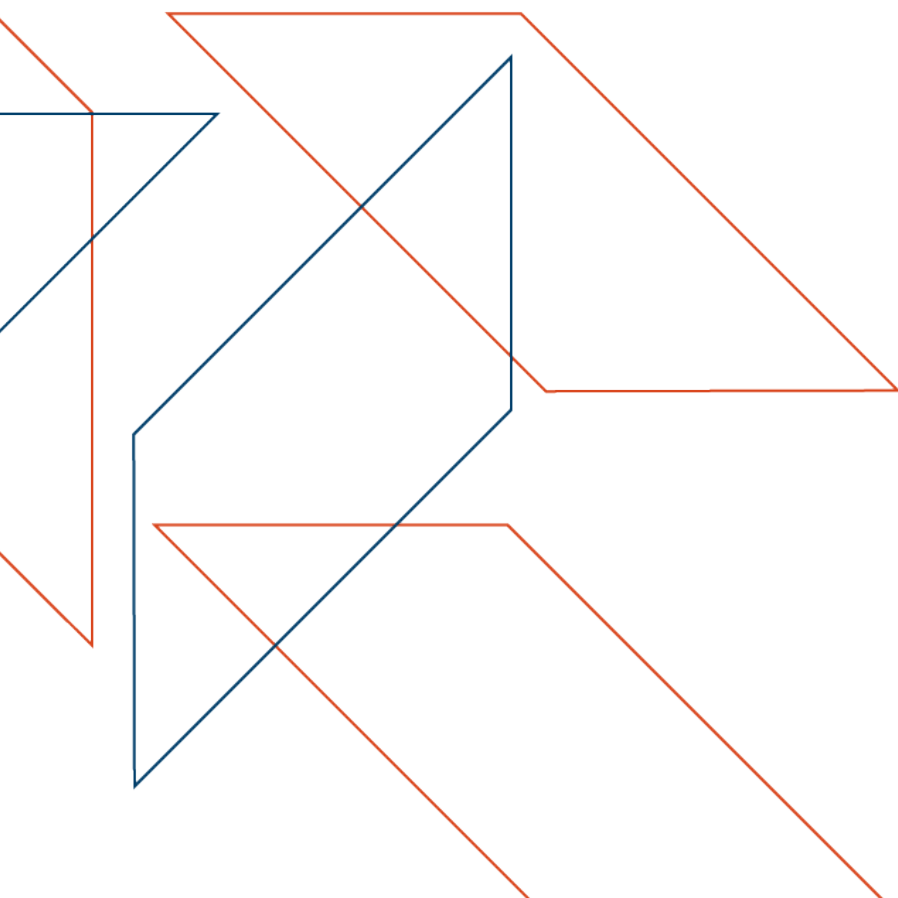
April 1, 2021 to March 31, 2022

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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 financial year. This annual report summarizes the administration of the PA within Defence Construction (1951) Limited (DCC) during 2021–22.

### 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 and the Canadian Armed Forces by providing quality services. DCC's mission is to provide timely, effective and efficient project delivery and full lifecycle support for infrastructure and environmental assets 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. The DPA defines a defence contract as a contract with an agent of Her Majesty that in any way relates to defence projects or to the designing, manufacturing, producing, constructing, finishing, assembling, transporting, repairing, maintaining, servicing or storing of, or dealing in defence projects.

DCC's Letters Patent permit DCC to take on, lease, or in exchange, procure, purchase or otherwise acquire, construct, alter, renovate, add to, improve, and to hold, manage, maintain, operate, supervise, repair, heat, lease, sell, salvage, realize or otherwise dispose of real and personal property— in particular, lands and buildings. 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.

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The main activities of the ATIP Office include the following:

- monitoring compliance with relevant Acts, regulations, procedures and policies;
- processing requests under both Acts;
- developing and maintaining policies, procedures and guidelines to ensure DCC respects the Acts;
- promoting awareness of the Acts within DCC to ensure employees know and understand their responsibilities;
- preparing annual reports to Parliament and other statutory reports, as well as other material Central Agencies may require;
- representing DCC in dealings with the Treasury Board of Canada Secretariat (TBS), the Information and Privacy Commissioners, and other government departments and agencies to determine how the Acts apply to DCC; and
- helping DCC meet its commitments to ensure openness and transparency through proactive and informal disclosure of information.

During 2021–22, the ATIP Office supported DCC’s compliance with ancillary statutory requirements by doing the following:

- reporting travel and hospitality expenses of senior officials on the Open Government portal;
- responding to parliamentary questions (Order Paper Questions);
- responding to constituent inquiries; and
- reviewing DCC’s corporate services contracts.

## **Organizational Structure**

During 2021–22, the ATIP Office had three full-time positions: the ATIP Coordinator, the ATIP Deputy Coordinator and the ATIP Administrator. The ATIP Deputy Coordinator position was filled at the beginning of the reporting period as the result of a successful recruitment process. As is the case for most institutions, recruitment and retention of qualified ATIP professionals is a significant challenge for DCC.

DCC was not party to any service agreements under section 73.1 of the PA during 2021–22.

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## Delegation of Authority

Pursuant to section 73 of the *Privacy Act*, DCC's President has delegated his powers and duties to the ATIP Coordinator to allow the Corporation to meet its legislated requirements. These powers may be sub-delegated to the Deputy Coordinator, as required.

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.

In addition, the ATIP Office regularly reviewed its acknowledgement letter, extension letter, other government entity consultation letter and release letters during 2021–22. To better meet the needs of requesters, DCC also continued to offer interim release packages, when possible.

The ATIP Office onboarded to Treasury Board of Canada Secretariat's (TBS) ATIP Online Request Service (AORS) 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/PSPC initiative to procure new ATIP processing software.

## Training and Awareness

During 2021–22, DCC continued to inform senior management of the volume of access to information and privacy requests and increase awareness of access to information and privacy issues.

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 comparisons of ATIP requests handled and pages reviewed;
- consultation requests, by region and government institution; and
- annual ATIP requests, by source type.

The ATIP Office 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:

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- 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.

The ATIP Office maintained a training module for DCC employees based on the Canada School of Public Service's introductory online ATIP course. This self-directed training covers DCC's responsibilities under the ATIA and PA and is reviewed by the ATIP Coordinator annually.

The ATIP Office continued to develop training and awareness strategies aimed at keeping access to information and information management front of mind for all DCC employees. All training documents continued to be made available to all employees on DCC's intranet and additional support and education was provided as required.

Additionally, the ATIP Office continued to provide advice and guidance to regional and site employees on ATIP activities.

The Deputy ATIP Coordinator continued to train the ATIP Administrator on DCC ATIP processes and practices, and also provided developmental training based on active access to information files, recent jurisprudence and updated TBS Directives related to the administration of requests and of the ATIA and PA.

## **Policies, Guidelines and Procedures**

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 fiscal 2022-2023.

The ATIP Office continued to use its refined tasking process to identify appropriate POCs within each region. In the preceding reporting period, lead contacts were identified and compiled in a reference document for use by the ATIP Office. This document is updated regularly, with the goal of improving engagement of appropriate subject-matter experts when retrieving DCC-held records and responding to external consultation requests.

DCC has established and reminds employees of their obligations under DCC ATIP policies and procedures, and DCC's Code of Business Conduct, which incorporates the *Public Servants Disclosure Protection Act* by reference. The Code articulates expectations and provides procedures

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for the disclosure of wrongdoing under that Act. The Code also sets out DCC employees' obligations under the PA to help ensure effective and consistent administration of and compliance with the PA and its regulations.

Each year, DCC employees are required as a condition of employment to review their obligations and responsibilities under the Code and to actively acknowledge through an electronic process their continued compliance. DCC sends each employee an e-mail reminder and tracks responses through an automated system. This allows DCC to keep accurate records and to take appropriate follow-up action. New employees must pass an online test regarding the Code shortly after they are hired. In 2021–22, 100% of DCC's employees responded to the annual request for Code review and all new hires completed the required form.

### **Overview of 2021–22 Operating Environment Impacting ATIP Activity**

DCC continues to modernize its IT infrastructure to ensure the Corporation keeps pace with industry and government partners in the use and application of technology for infrastructure and environment services. Since being affected by a cyber incident in September 2019, DCC has continued to update its IT systems in line with industry standards and is dedicated to ensuring efficiency and effectiveness.

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 2021–22.



## 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
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
2017–18	0	0	Not applicable

Between April 1, 2021, and March 31, 2022, DCC received three 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

Of the three requests completed, DCC disclosed records in part in response to one request. Two requests were closed without disclosure as no records of relevance were held by DCC.

DCC provided an electronic copy of released documents in response to one request during 2021-22.

### Completion Time and Extensions

DCC completed two requests within 15 days during 2021–22; none within 16 to 30 days and one request within 31 to 60 days.

Of the three requests closed, all (100%) were completed within the legislated time limits. Section 15 of the PA provides for the extension of the statutory time limits if the request is for a large number of records or necessitates a search through a large number of records and meeting the original time limit would unreasonably interfere with DCC's operations due to a high volume of files (paragraph 15(1)(a)); if consultations are necessary and cannot be reasonably completed within the original time limit (paragraph 15(1)(ii)); or if translation services are required (paragraph 15(b)).

DCC takes its duty to assist very seriously and works closely with requesters during all aspects of request processing. During 2021–22, the ATIP Office onboarded to TBS' AORS, offering all

requesters the opportunity to submit their requests electronically; this saves the requester time and provides the ATIP Office a secure medium for receiving electronic requests.

### **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 ATIA.

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

Additionally, the ATIP Administrator distributes the ATIP Monthly Activity Report by e-mail 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 invoked section 26 of the PA in one file during 2021–22, to protect personal information of an individual.

### **Exclusions Invoked**

DCC did not invoke any exclusions during 2021–22.

### **Requests for Consultation from Other Government Institutions and Organizations**

DCC did not receive any privacy consultation requests during 2021–22.

### **Privacy Breach Summary**

No material privacy breaches occurred during the reporting period.

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

No new PIAs were initiated or completed during 2021–22.

### **Disclosures Pursuant to Paragraph 8(2)(m)**

DCC made no disclosures under paragraph 8(2)(m) of the PA during 2021–22.

### **Translation**

There were no requests for records to be translated during 2021–22.

### **Fees and Costs**

DCC's costs directly associated with administering the PA in 2021–22 was estimated to be \$5,136. The majority of DCC's ATIP Office costs were for work under the *Access to Information Act* and are noted in the 2021-22 *Access to Information Act* Annual Report.

### **Complaints and Requests for Judicial Review**

DCC did not receive any complaints from the Office of the Privacy Commissioner in 2021–22, and there were no requests for judicial review.

## **Appendix A: Delegation Order**



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

### Statistical Report on the *Privacy Act*

Name of institution: Defence Construction Canada

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

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

##### 1.1 Number of requests received

		Number of Requests
Received during reporting period		3
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>3</b>
Closed during reporting period		3
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	3
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>3</b>

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

## 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	

## 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 Request	Pages Released	Number of Request	Pages Released	Number of Request	Pages Released	Number of Request	Pages Released	Number of Request	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	1	0	0	0	0	1
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
<b>Total</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>



### 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	1
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	
0	1	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
102	101	1

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

### 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	Processed	Number of requests	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	Processed minutes	Number of requests	Processed minutes	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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
Request 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>

### 3.6 Closed requests

#### 3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	3
Percentage of requests closed within legislated timelines (%)	100

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

## 3.8 Requests for translation

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

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

**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 Confidence Section (Section 70)	External	Internal	
1	0	0	1	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 Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	1	0	0	0	0	0
31 days or greater								0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Section 7: Consultations Received From Other Institutions and Organizations

### 7.1 Consultations received from other Government of Canada institutions and other organizations

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

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

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

## 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
<b>Total</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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	0
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## Section 12: Resources Related to the Privacy Act

### 12.1 Allocated Costs

Expenditures	Amount
Salaries	\$5,136
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
<b>Total</b>	<b>\$5,136</b>

### 12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.050
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>0.050</b>

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: 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	14

### 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	<b>52</b>
Protected B Paper Records	0	0	52	<b>52</b>
Secret and Top Secret Paper Records	0	0	52	<b>52</b>

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	<b>52</b>
Protected B Electronic Records	0	0	52	<b>52</b>
Secret and Top Secret Electronic Records	0	0	52	<b>52</b>

**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	1	0	1
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 or earlier	0	0	0
<b>Total</b>	<b>1</b>	<b>1</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	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
<b>Total</b>	<b>2</b>

#### 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	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 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	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 or earlier	0
<b>Total</b>	<b>0</b>

#### 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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