

Annual Report to Parliament on the Administration of the Privacy Act

2022–2023



Transport
Canada

Transports
Canada

Canada

© His Majesty the King in Right of Canada, represented by the Minister of Transport, 2023

Catalogue No. T1-34E-PDF

ISSN 2816-637X

This document is available on the Transport Canada website at tc.canada.ca.

TABLE OF CONTENTS

Introduction	4
The purpose of the Privacy Act	4
About Transport Canada	4
Management of privacy requests and services	4
The Access to Information and Privacy Office	4
Human resources	5
Delegation of responsibilities.....	5
Section 73.1 service agreements	5
Performance 2022–2023	5
Personal information processing	5
Other request processing	7
Complaints.....	7
Material privacy breaches	7
Privacy Impact Assessments	8
Monitoring and compliance	8
Costs	9
Policies, guidelines, procedures and initiatives	9
Policies and procedures	9
Initiatives.....	9
Training and awareness.....	10
Training.....	10
Awareness and engagement.....	10
Annex A: Statistical report.....	11
Annex B: Supplemental statistical report	23
Annex C: Delegation order.....	27

Introduction

The purpose of the Privacy Act

The *Privacy Act* (the Act) protects an individual's privacy by setting out provisions related to the collection, use, disclosure, retention and disposal of personal information by federal government institutions. The Act also provides individuals a right of access to their personal information held by a federal government institution, subject to certain specific and limited exceptions.

This annual report is submitted to Parliament by the Minister of Transport, in accordance with section 72 of the *Privacy Act* and section 20 of the *Service Fees Act*. It describes how Transport Canada (TC) fulfilled its responsibilities and obligations for the reporting period April 1, 2022 to March 31, 2023.

About Transport Canada

TC is responsible for developing and overseeing the Government of Canada's transportation policies and programs in support of a safe, secure, green, innovative and integrated transportation system that promotes trade, economic growth, and a cleaner environment.

For more information about TC, visit tc.canada.ca.

Management of privacy requests and services

The Access to Information and Privacy Office

The Access to Information and Privacy (ATIP) Office is the focal point for access to information and privacy requests and services at TC, and is grouped under Corporate Services. At TC, the ATIP Coordinator (the primary contact for queries) is the Director of the ATIP Office. The Director reports to the Assistant Deputy Minister, Corporate Services and Chief Financial Officer who in turn reports to the Deputy Minister.

The ATIP office was restructured during the reporting period. Whereas previously one operations unit was dedicated to processing requests for personal information, all operations units now share this work. The office currently comprises:

- Two operations units responsible for the review of documents in response to requests made under the *Access to Information Act* and requests for personal information made under the *Privacy Act*, and to advise TC officials on access to information policy;
- One operations unit dedicated to processing access to information files received in 2020 or prior;
- One governance unit responsible for modernization of systems, access to information policy and internal advisory services, including those related to Part 2 of the *Access to Information Act*, and
- One privacy policy unit responsible for advising and supporting TC officials to ensure compliance with the *Privacy Act* and related policy instruments.

The ATIP Office works closely with departmental liaison officers who are the main points of contact between the ATIP Office and subject matter experts. They are responsible for ensuring requests tasked to their group or region are handled promptly and that relevant records are forwarded from offices of primary interest to the ATIP Office in accordance with established procedures and timelines.

Human resources

During the reporting period, a total of 7.19 person-years were dedicated to privacy activities. This figure is approximate and does not include work performed by liaison officers in TC's groups and regions.

The ATIP Office has continued to experience high staff turnover, and in 2022–2023 conducted numerous hiring processes for staff vacancies at all levels. TC is not alone in the challenge to attract and retain access to information and privacy specialists—many institutions across the public sector are facing the same difficulty.

Staffing issues had the most impact on TC's processing of personal information requests due to the departure of experienced privacy analysts during the reporting period, and the resultant small number of analysts dedicated to those files. This is reflected in the unusually high number of requests completed beyond legislated timelines, as discussed in 'Performance 2022–2023' below.

Delegation of responsibilities

Pursuant to subsection 73(1) of the Act, the Minister of Transport has delegated the powers, duties and functions for the administration of the Act to the following TC officials:

- the Deputy Minister;
- the Associate Deputy Minister;
- the Assistant Deputy Minister, Corporate Services and Chief Financial Officer;
- the Director, ATIP (except for section 8(2)(m));
- Chiefs of the ATIP Office (except for sections 8(2)(j) and 8(2)(m)); and
- Senior ATIP Advisors of the ATIP Office (sections 14(a), 15 and 26).

A copy of the delegation order can be found at Annex C.

Section 73.1 service agreements

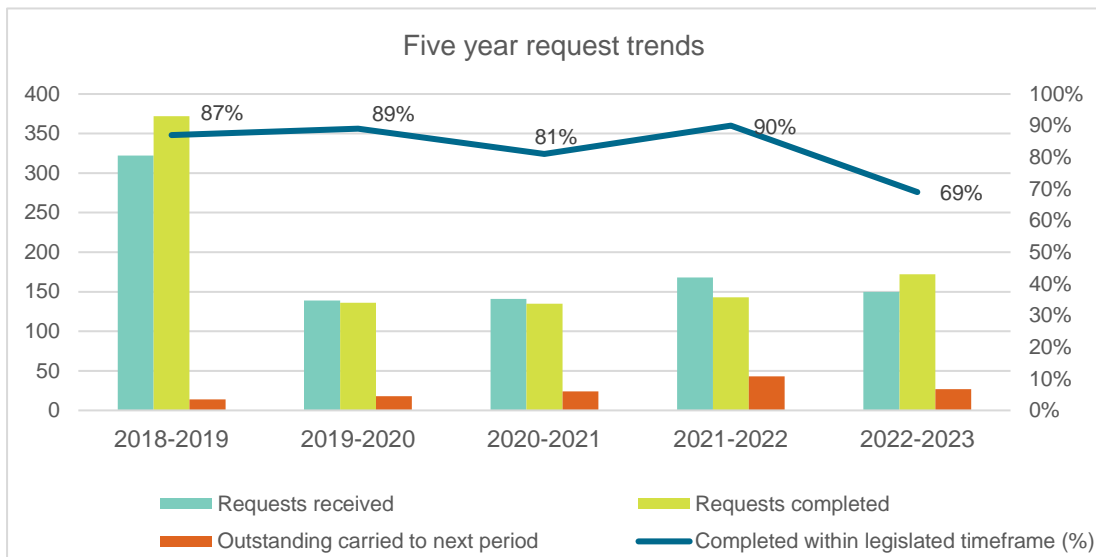
Under section 73.1 of the Act, a government institution may enter into a service agreement with another government institution presided over by, or under the responsibility of the same Minister to provide or receive services related to access to information. TC was not party to any such agreements over the course of the reporting period.

Performance 2022–2023

Personal information processing

Processing of requests for disclosure of personal information

Over the course of 2022–2023, TC received 150 new requests for personal information, a decrease from the 168 received in the previous reporting period. 43 requests were carried over from the previous reporting period for a total of 199 requests on hand. 119 out of 172 (69%) of requests were closed within legislated timeframes. This decrease in timeliness from the previous reporting periods, is being addressed through enhanced staffing plans and adjustments to team structures.



On March 31, 2023, 27 requests were carried over to the 2023–2024 fiscal year.

Capacity

TC staff were limited in their onsite presence in April and May 2022, stemming from public and departmental health measures in response to the COVID-19 pandemic. As a result, TC was at partial capacity for processing of paper records and records at Protected C level or above for the first six weeks of the reporting period. See Section 2 of the supplemental statistical report, Annex B.

Completion time

TC endeavours to complete every access to information request in a timely manner. Of the 172 personal information requests completed in 2022–2023, 119 (61%) were completed within 30 days.

# of days	1 to 15	16 to 30	31 to 60	61 to 120	121 to 180	181 to 365	365 or more
# of requests	48	57	28	14	4	16	5

Number of days taken to process requests closed in 2022–2023

Outstanding late requests

TC seeks to minimize the number of new requests that go beyond legislated timelines. Requests carried over from previous years may be within legislated timelines or have become late. Of the 27 requests carried over to 2023–2024 from previous reporting periods, 19 requests were beyond legislated timelines. For a detailed breakdown, refer to table 4.1 in the supplemental statistical report, Annex B.

Extensions

Under specific circumstances, the Act contains provisions to extend the legislated deadline if the request cannot be completed within the 30-day time limit. Of the 17 extensions cited during the reporting year, nine were taken due to large volumes of responsive records, four were a result of offices of primary interest having received large volume of requests and one request had documents

that were difficult to obtain. Three requests were extended for consultations. For details of extensions taken during this period, see section 6 of the statistical report, Annex A.

Dispositions

TC makes every effort to disclose as much information as possible and uphold the spirit of the Act. Of the 172 requests closed during this reporting period, there were:

- 26 (15%) fully disclosed
- 79 (46%) partially disclosed
- 22 (13%) where no records existed
- 44 (26%) abandoned
- 1 (0.6%) where all records were fully exempted

Sections 18 through 28 of the Act set out the exemptions that can be applied in order to protect information pertaining to particular public or private interests. The majority of exemptions applied fell under Section 26 of the Act, which protects the personal information of another individual.

Other request processing

Consultations received from other government institutions and organizations

TC received one consultation from another federal institution during the reporting period.

Requests for correction of personal information and notation

There were no requests for correction and notation were made during the reporting period.

Internal services

In addition to request processing and other disclosures, the ATIP Office completed seven internal requests for review of material in the spirit of the *Privacy Act*. The material often consists of internal administrative reports that are complex and require preparation of multiple versions adapted to particular individuals (e.g., harassment reports).

Complaints

Every individual who makes a request under the *Privacy Act* has the right to file a complaint with the Office of the Privacy Commissioner of Canada regarding any matter relating to the processing of their request. An individual may also file more than one type of complaint for the same request. In 2022–2023, TC received 18 complaints, 17 of which were related to time delays. One complaint was related to payment method.

Material privacy breaches

A privacy breach is defined by the Office of the Privacy Commissioner as the loss of, unauthorized access to, or disclosure of, personal information. A material privacy breach is defined by Treasury Board of Canada Secretariat (TBS) as involving sensitive information that could reasonably be expected to cause serious injury or harm to the individual and/or involves a large number of affected individuals.

During the reporting period, one material privacy breach occurred at TC, which was reported to the Office of the Privacy Commissioner and TBS. The nature of the breach was the improper disclosure of personal information due to human error.

TC completes privacy incident reports for all reported potential privacy breaches to investigate, access, and mitigate present and future privacy risks arising from the reported incidents. Resulting mitigating measures for the material breach case included targeted privacy breach training, and privacy-by-design changes to the internal processes that contributed to the breach.

Privacy Impact Assessments

To fulfill its mandate, many of TC's activities require the collection, use, and disclosure of personal information. In accordance with TBS policies and directives, TC uses privacy impact assessments (PIAs) as a risk management tool to determine whether privacy risks are present in new or substantially modified departmental programs, initiatives, or projects that collect, use, and retain personal information.

National Interest Exemption Program

During the reporting period, one PIA was completed by the ATIP Office: [National Interest Exemption Program \(NIEP\)](#).

The NIEP allowed individuals who were not fully vaccinated from COVID-19 to apply for a national interest exemption to the vaccination mandate on federally regulated modes of travel (air, rail, and marine). These applications were made directly to TC, and if approved, an approval letter was issued to the applicant for submission to the travel carrier upon making a reservation and/or check-in.

This PIA assessed the NIEP business process, procedures, and personal information collection, use, disclosure, and retention practices. As a result of the PIA, risks were identified and assessed by TC senior management. After thorough analysis, TC developed a comprehensive risk mitigation plan to address the risks and recommendations.

In addition to the completed PIA during the reporting period, new initiatives were assessed to evaluate whether a PIA was required in accordance with Government of Canada policy.

Monitoring and compliance

The ATIP Office continues its engagement of departmental officials in monitoring of access to information requests to improve compliance the sound administration of the Act. This is primarily done through regular reporting and discussion, including:

- A weekly progress report produced by the ATIP Office and shared with the Assistant Deputy Minister, Corporate Services and Chief Financial Officer which gives an overview of request processing performance;
- Routine reports to OPIs and Legal Services to track the status of retrievals and consultations coming from the ATIP Office;
- Weekly reporting within the ATIP Office on upcoming due dates for requests for staff members and managers to follow-up; and
- Routine reporting on compliance with search and retrieval timelines sent to OPIs and discussed with TC's senior leadership.

Overall compliance for return of records and recommendations to the ATIP Office during the reporting period was 72%. Compliance for personal information requests alone was 62%.

Costs

The cost of administering the Act during fiscal year 2022–2023 amounted to \$680,039, or 17% of the ATIP Office's budget. This excludes costs incurred throughout the department for the search, retrieval and preparation of recommendations to enable and inform the processing of requests in accordance with the Act, as well as legal costs related to consultation or advice.

Policies, guidelines, procedures and initiatives

Policies and procedures

New procedures following TBS updates

The following procedures were created or modified during the reporting period:

- Intake and closing procedures were modified following the launch of the ATIP Online platform in July 2022;
- Acknowledgement emails to requesters were modified to align with new TBS requirements under the Directive on Access to Information Requests and the Directive on Personal Information Requests and Correction of Personal Information;
- Intake procedures were modified following the coming into force of the *Privacy Act Extension Order, No. 3* and related TBS guidance.

Initiatives

Focus on modernization

In the second half of 2022, restructuring of the ATIP Office brought about the consolidation of reporting and modernization functions into one unit. This unit is currently leading a number of projects and initiatives, including:

- The implementation of new request processing software;
- Improvement of office resources, reporting, and streamlining of communications; and
- Consolidation of data storage devices and overall reduction in data involved in ATIP operations.

The unit is working regularly with teams within the Service and Digital Group and leveraging from other modernization work happening at TC, such as the Digital Workspace project, responsible for transitioning the department to a new electronic document and records management system.

Increasing secret network capacity

Despite the increase in staff present onsite over the course of the reporting period, the impact of the pandemic had created a permanent lack of capacity for processing records at Protected C level or higher. To address this, the ATIP Office expanded its secret network by investing in additional onsite space and terminals. As of September 2022, TC is again at full capacity.

Training and awareness

Training

The goal of training and awareness is to familiarize or further educate TC employees on the principles of access to information and privacy protection, responsibilities and expectations regarding the retrieval and reviewing of records, the provision of recommendations, and the overall importance of this work as it pertains to TC's daily operations.

Training is delivered by experienced ATIP practitioners through a number of different channels:

- Monthly virtual training sessions are delivered to TC staff members (393 registered participants in 2022–2023).
- Ad-hoc training is provided to various programs on specific areas that regularly affect subject matter experts and record holders.
- Analysts joining the ATIP Office benefited from both in-house and external training.

Awareness and engagement

The ATIP Office continued to engage TC staff on access to information issues throughout the reporting period:

- Monthly bulletins featuring news, updates, latest developments and information regarding access to information and privacy is shared with all partners across the department.
- Meetings between ATIP Office management and liaison officers are held to share details of latest initiatives and gain a better understanding of each party's challenges.
- TC's Assistant Deputy Minister, Corporate Services and Chief Financial Officer regularly raises access to information and privacy matters with other members of TC's senior leadership.
- Access to information and privacy matters were regularly discussed with TC's Assistant Deputy Minister, Corporate Services and Chief Financial Officer, and other members of TC's senior leadership.
- The ATIP Director shared information, updates and advice with various TC committees, including the Executive Management Committee.

These initiatives ensured awareness of privacy matters at all levels of management, allowed for their proactive consideration and helped effectively address issues and sensitive matters.

Annex A: Statistical report

Statistical Report on the Privacy Act

Name of institution: Transport Canada

Reporting period: April 1, 2022 to March 31, 2023

Section 1: Requests under the Privacy Act

1.1 Number of formal requests

		Number of Requests
Received during reporting period		150
Outstanding from previous reporting periods		49
• Outstanding from previous reporting period	43	
• Outstanding from more than one reporting period	6	
Total		199
Closed during reporting period		172
Carried over to next reporting period		27
• Carried over within legislated timeline	8	
• Carried over beyond legislated timeline	19	

1.2 Channels of formal requests

Channel	Number of Requests
Online	131
E-mail	17
Mail	2
In person	0
Phone	0
Fax	0
Total	150

Section 2: Informal requests

2.1 Number of informal requests

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

2.2 Channels of informal requests

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

2.3 Completion time of informal requests

Completion time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More than 365 Days	Total
0	0	0	0	0	0	0	0

2.4 Pages released informally

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

Section 3: Requests closed during the reporting period

3.1 Disposition and completion time

Disposition of requests	Completion Time (calendar days)							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	4	13	6	2	0	1	0	26
Disclosed in part	2	25	19	12	4	12	5	79
All exempted	0	0	0	0	0	1	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	3	15	2	0	0	2	0	22
Request abandoned	39	4	1	0	0	0	0	44
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	48	57	28	14	4	16	5	172

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)	2	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	1
19(1)(e)	0	22(2)	0	26	78
19(1)(f)	0	22.1	0	27	3
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	
2	103	1	3	1	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
22,503	11,913	150

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		501-1,000 pages processed		1,001-5,000 pages processed		More than 5,000 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	25	566	1	216	0	0	0	0	0	0
Disclosed in part	43	2,143	27	5,163	3	2,027	6	9,885	0	0
All exempted	0	0	0	0	0	0	1	2,488	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	44	15	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	112	2,724	28	5,379	3	2,027	7	12,373	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
40	21	1

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	1	40	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	1	40	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
3	2	2

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	2	3	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	2	3	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	4	1	71	0	76
All exempted	1	0	0	0	0
All excluded	0	0	0	0	1
Request abandoned	0	1	2	0	3
Neither confirmed nor denied	0	0	0	0	0
Total	5	2	73	0	80

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	119
Percentage of requests closed within legislated timelines (%)	69.19

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
53	42	3	0	8

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

Number of days past legislated timelines	Number of requests past legislated timelines where no extension was taken	Number of requests past legislated timelines where an extension was taken	Total
1 to 15 days	11	0	11
16 to 30 days	3	4	7
31 to 60 days	3	1	4
61 to 120 days	8	1	9
121 to 180 days	3	2	5
181 to 365 days	11	4	15
More than 365 days	0	2	2
Total	39	14	53

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 subsection 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 Confidence (Section 70)	External	Internal	
17	0	9	4	1	0	3	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 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	9	4	1	0	3	0	0
31 days or greater								0
Total	0	9	4	1	0	3	0	0

Section 7: Consultations received from other institutions and organizations

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

Consultations	Other Government of Canada institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	1	5	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	1	5	0	0
Closed during the reporting period	1	5	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	1	0	0	0	0	0	0	1
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	1

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

Recommendations	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
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		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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

Section 31	Section 33	Section 35	Court action	Total
18	0	1	0	19

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

10.1 Privacy Impact Assessments

Number of PIAs completed	1
Number of PIAs modified	0

10.2 Institutions-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	25	0	0	1
Central	49	0	0	0
Total	74	0	0	1

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	11
---	----

Section 12: Resources related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$ 588,759
Overtime		\$ 3,817
Goods and Services		\$ 87,463
• Professional services contracts	\$ 0	
• Other	\$ 87,463	
Total		\$ 680,039

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	7.190
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	7.190

Annex B: Supplemental statistical report

Supplemental statistical report on the Access to Information Act and Privacy Act

Name of institution: Transport Canada

Reporting period: April 1, 2022 to March 31, 2023

Section 1: Capacity to receive requests under the Access to Information Act and the Privacy Act

	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 Number of weeks Transport Canada was able to process paper records in different classification levels

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	6	46	52
Protected B Paper Records	0	6	46	52
Secret and Top-Secret Paper Records	0	6	46	52

2.2 Number of weeks Transport Canada 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	6	46	52

Section 3: Open requests and complaints under the Access to Information Act

3.1 Number of open requests that are outstanding from previous reporting periods

Fiscal Year Open Requests Were Received	Open Requests that are Within Legislated Timelines as of March 31, 2023	Open Requests that are Beyond Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	82	122	204
Received in 2021-2022	6	122	128
Received in 2020-2021	0	77	77
Received in 2019-2020	0	102	102
Received in 2018-2019	0	32	32
Received in 2017-2018	2	23	25
Received in 2016-2017	0	11	11
Received in 2015-2016	0	4	4
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	90	493	583

3.2 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	37
Received in 2021-2022	14
Received in 2020-2021	25
Received in 2019-2020	6
Received in 2018-2019	4
Received in 2017-2018	2
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	2
Received in 2013-2014 or earlier	0
Total	90

Section 4: Open requests and complaints under the Privacy Act

4.1 Number of open personal information requests that are outstanding from previous reporting periods

Fiscal Year Open Requests Were Received	Open Requests that are Within Legislated Timelines as of March 31, 2023	Open Requests that are Beyond Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	8	13	21
Received in 2021-2022	0	3	3
Received in 2020-2021	0	2	2
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	8	19	27

4.2 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	5
Received in 2021-2022	4
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	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	10

Section 5: Social insurance number

Has your institution begun a new collection or new consistent use of the SIN in 2022–2023?	No
--	----

Section 6: Universal access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022–2023?	0
--	---

Annex C: Delegation order

Access to Information Act and Privacy Act Delegation

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

The Minister of Transport, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, delegates the persons holding the positions set out in the attached schedule, including persons designated to act in their absence, to exercise the powers, duties and functions of the Minister of Transport as the head of the Department of Transport, under the provisions of these Acts and related Regulations¹, set out in the attached schedule opposite each position.

This delegation replaces all previous designations.

Dated at the City of Ottawa, in the Province of Ontario, this 30th day of March, 2021.

En vertu de l'article 95 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le ministre des Transports délègue aux titulaires des postes mentionnés à l'annexe ci-jointe, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable du ministère des Transports, investi par les dispositions de ces Lois ou de ces règlements² connexes mentionnés à l'annexe ci-jointe en regard de chaque poste.

Le présent document remplace et annule tout arrêté antérieur.

Daté, en la ville d'Ottawa, dans la province d'Ontario, ce 30 jour du mois de mars 2021.



Omar Alghabra
Minister of Transport / Ministre des Transports

¹ *Access to Information Act Regulations* and *Privacy Act Regulations*

² *Règlement sur l'accès à l'information* et *Règlement sur la protection des renseignements personnels*

Delegation schedule

Position	Access to Information Act and Regulations	Privacy Act and Regulations
Deputy Minister	Full authority	Full authority
Associate Deputy Minister	Full authority	Full authority
Assistant Deputy Minister, Corporate Services, and Chief Financial Officer	Full authority	Full authority
Director, ATIP	Full authority	Full authority except: PA: 8(2)(m)
Chiefs, ATIP	Full authority except: ATIA: 6.1(1)	Full authority except: PA: 8(2)(j) and 8(2)(m)
Senior ATIP Advisors (PM-05)	ATIA: 7(a), 8(1), 9, 19, 27(1), 33, and 43(1)	PA: 14(a), 15, and 26