



THE PIERRE ELLIOTT TRUDEAU FOUNDATION

**2012-2013 ANNUAL REPORT
ON THE *PRIVACY ACT***

From 1 April 2012 to 31 March 2013

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1. INTRODUCTION

Legal status

A Canadian institution with a national purpose, the Pierre Elliott Trudeau Foundation (the “Foundation”) is an independent and non-partisan charity. It was established in 2001 – under Part II of the Canada Corporations Act – as a living memorial to the former Prime Minister by his family, friends, and colleagues. In 2002, the Government of Canada endowed the Foundation with a donation of \$125 million with the unanimous support of the House of Commons. In addition, the Foundation benefits from private sector donations in support of specific initiatives.

The Foundation funds outstanding scholars who conduct research on crucial public issues and creates opportunities for dialogue and collaboration across organizations and disciplines around four key themes: human rights, citizenship, international relations, and the environment. Since being established, the Foundation has granted hundreds of major awards to top researchers and highly accomplished individuals, in Canada and abroad.

The Foundation is governed by a diverse and highly distinguished Board of up to 18 directors, including two directors appointed by the Minister of Industry and two representatives of the family of the late Pierre Trudeau. The directors oversee the endowment and annual operating budget, and they set policies and program directions for the Foundation.

Mission statement

The Pierre Elliott Trudeau Foundation promotes outstanding research in the humanities and social sciences, and fosters a fruitful dialogue between scholars and policymakers in the arts community, business, government, the professions, and the voluntary sector.

The Foundation:

- encourages emerging talent by awarding Trudeau Scholarships to the most talented doctoral students in Canada and abroad
- appoints distinguished Trudeau fellows and mentors for their knowledge and wisdom, to build an intellectual community to support the work of the scholars, and
- creates and maintains an international network of Trudeau fellows, scholars, and mentors

Through a growing community, the Foundation actively encourages talented individuals to develop audacious proposals, to set and achieve ambitious goals, and to interact with and teach as many people as possible. We believe that the best ideas emerge when individuals from different generations and different disciplines focus on a problem together, when technical, scientific, and policy innovators are informed by outstanding communicators in bioethics, geography, history, or the law, and when new patterns of human behaviour are revealed and deep cultural understanding is achieved.

The Foundation is dedicated to the delivery of four core programs: three funding programs targeted towards scholars, fellows, and mentors, and a Public Interaction Program, intended to achieve knowledge acquisition, transfer, and exchange among our program beneficiaries and the public. The Foundation's annual activity cycle revolves around these four main programs.

Mentorships

Up to twelve mentors are appointed each year. The Mentorship Program is an innovative experiment that seeks to forge intellectual and personal bonds between renowned Canadians with extensive experience in public life and talented doctoral students. The mentors are drawn from an array of professional backgrounds, including business, public service, law, arts, journalism, and advocacy. They enjoy a nationwide and international reputation based on achievements in their own particular field and, most importantly, are able to introduce scholars to their networks.

Doctoral scholarships

Up to fifteen scholarships are awarded each year to support doctoral candidates pursuing research of compelling present-day concern that touches on one or more of the Foundation's four themes. Trudeau scholars are highly gifted individuals who are actively engaged in their fields and who are poised to become national and international figures. They are encouraged to work with Trudeau mentors and fellows. Interaction with the Trudeau community, non-academic spheres, and the general public is an essential aspect of the Scholarship Program.

Fellowships

Up to five fellows are chosen each year in recognition of outstanding achievement, their innovative approach to issues of public policy, and their commitment to public engagement. The Foundation provides support for the fellows to make extraordinary contributions in their field through leading-edge research and creative work. As the Fellowship Program grows, the fellows build a network of imaginative people working together from a variety of perspectives to address fundamental social and policy issues.

Public interaction program

The Public Interaction Program (PIP) is the centrepiece that brings the three grant-giving programs together. PIP events and travel and research allowances provide members of the Trudeau community with unique opportunities to learn and exchange research, ideas, and proposals and to share knowledge with colleagues from different disciplines and varied life and cultural backgrounds. The structure of our programs gives top researchers and fellows, upcoming PhD scholars, and practical-minded mentors the chance to bring their expertise together and make knowledge exchange and transfer a reality. PIP comes to life through four types of annual Trudeau events. In addition, members of the Trudeau community are encouraged to organize PIP events on major issues of public policy that affect Canadians and global society. We also collaborate with other institutions and organizations to advance discussions in wider fields.

Privacy at the Foundation

The Foundation has been listed as a federal institution and subject to the *Access to Information Act* since 1 April 2007.

The *Privacy Act* (R.S., 1985, c. P-21) was proclaimed on 1 July 1983. The purpose of the Act is to protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information.

Section 72 of the *Privacy Act* requires that the head of every government institution prepare, for submission to Parliament, an annual report on the administration of the Act within the institution during each financial year.

This annual report describes how the Pierre Elliott Trudeau Foundation administered its responsibilities in the operation of the *Privacy Act*. It covers the period from 1 April 2012 to 31 March 2013. Further to a change in directives from the Treasury Board Secretariat, the report is no longer aligned with the Foundation's financial year. Therefore, it contains figures that have yet to be audited by the external auditors of the Pierre Elliott Trudeau Foundation, as the 2012-2013 financial year does not end until 31 August 2013.

2. ADMINISTRATION OF THE *PRIVACY ACT*

Structure of the Privacy Office

The Pierre Elliott Trudeau Foundation is a small organization. Its president and seven staff members are devoted to the delivery of four core programs. The nature of the organization and the volume of requests do not justify the establishment of a Privacy Office at this time. The responsibilities fall under the Direction of Corporate Services and Public Affairs, whose Director fulfils the duties of a Privacy Officer as part of her portfolio.

Information holdings

A description of the classes of institutional records held by the Foundation can be found in the Treasury Board Secretariat of Canada publications titled *Info Source*, which can be found on the Internet. The Foundation does not have exempt banks.

Reading room

The boardroom at the Foundation's office in Montreal has been designated as the public reading room for the purpose of reviewing publications and other public materials.

3. DELEGATION OF AUTHORITY

The President and CEO of the Foundation is designated as the head of the institution for the purpose of the *Privacy Act*.

The Director of Corporate Services and Public Affairs has been delegated the authority to oversee the administration of the Act and to ensure compliance with the legislation (see Appendix A). The Director of Corporate Services and Public Affairs directly reports to the President and CEO of the Foundation.

4. INTERPRETATION OF THE 2012-2013 STATISTICAL REPORT ON THE PRIVACY ACT

The following is provided to assist the reader in the interpretation of Appendix B, which presents the statistical report covering the reporting period of this annual report.

Part 1 – Requests under the Privacy Act

During the reporting period, one new request was received and closed.

Part 2 – Requests closed during the reporting period

Disposition and completion time

One request was disposed of, in less than 15 days. The Foundation holds no record pertaining to the request.

Exemptions

No exemptions were invoked.

Exclusions

No exclusions were invoked.

Format of information released

As there were no records pertaining to the request, no information was disclosed.

Complexity

Relevant pages processed and disclosed

Not applicable.

Relevant pages processed and disclosed by size of requests

Not applicable.

Other complexities

Not applicable.

Deemed refusals

Reasons for not meeting statutory deadline

Not applicable.

Number of days past deadline

No extensions were required during the reporting period.

Requests for translation

Not applicable.

Part 3 – Disclosures under subsection 8(2)

No disclosures under subsection 8(2) were made during the reporting period.

Part 4 – Requests for correction of personal information and notations

No such requests were received during the reporting period.

Part 5 – Extensions

Reasons for extensions and disposition of requests

No extensions were required during the reporting period.

Length of extensions

Not applicable.

Part 6 – Consultations received from other institutions and organizations

Consultations received from other government institutions and organizations

No such consultations were received during the reporting period.

Recommendations and completion time for consultations received from other government institutions

Not applicable.

Recommendations and completion time for consultations received from other organizations

Not applicable.

Part 7 – Completion time of consultations on cabinet confidences

No such consultations were required during the reporting period.

Part 8 – Resources related to the Privacy Act

Costs

In 2012-2013, the direct cost of administering the *Privacy Act*, including salaries and goods and services, totalled \$6,431 consisting of approximately \$5,731 in salary costs and \$700 in professional services.

Human resources

During the reporting period, the administration of the *Privacy Act*, including processing requests, reporting and training, represented 0.07 of a full-time employee dedicated part-time to privacy activities.

Additional reporting: Privacy Impact Assessments

Additional reporting requirements were attached to the statistical report on the *Privacy Act* call letter. During the reporting period, no Privacy Impact Assessments were either initiated or completed.

5. EDUCATION AND TRAINING ACTIVITIES

The Director of Corporate Services and Public Affairs continually provides advice and guidance to staff and requesters on compliance requirements for both pieces of legislation, by means of continuous dialogue. During the reporting report, no formal staff training was undertaken.

6. POLICIES AND PROCEDURES

In 2007, the Foundation developed its *Privacy Policy* on the administration of the legislation. All employees were notified of its public posting on the Foundation's website. Employees are advised to contact the Director of Corporate Services and Public Affairs with questions or concerns.

It is Foundation policy to routinely release, informally, any information that does not qualify for an exemption or that is not excluded under the *Privacy Act*. The Foundation also provides access to its annual reports, external audits, and evaluations from the publications section on its website at www.trudeaufoundation.ca.

In terms of procedures for handling requests, we are keeping the same approach as the one adopted for our core programs. Upon reception of a request addressed to the Foundation's Privacy Officer, the Director of Corporate Services and Public Affairs opens a file and makes sure that any required resources are called upon to ensure a swift and satisfactory treatment of the request. She relies mainly on external resources to support her in the processing of the requests and related requirements, which may significantly increase the Foundation's operation costs. The Foundation has a retainer with a law firm to receive legal advice on any aspects of the legislation. On-contract assistantship can also be secured to ensure proper administrative support during and in between the handling of requests, as required.

Treasury Board Secretariat's guidelines on the *Privacy Act* were followed during the reporting period. No significant changes were made to the Foundation's organization, programs, operations, or policy.

7. ISSUES AND COMPLAINTS

No complaints were filed against the Foundation with the Office of the Privacy Commissioner during this reporting period.

In the course of the annual doctoral scholarship competition, applicants provide personal information as part of their application, including their names, addresses and transcript information. No personal financial information or social insurance numbers are provided. One of the packages containing the applicants' information that was couriered to one of the panel members judging the competition went astray and has not been recovered. This was the first time that we had to handle such an incident. We immediately sought the advice of the Foundation's legal experts in privacy issues. A personal note was sent to each of the applicants concerned, advising them of the situation. The Office of the Privacy Commissioner was contacted, asking their advice and directions.

Given this experience, the Foundation has decided to review its processes. First, it will require that any package containing sensitive information be delivered with signatures only. Second, the Foundation will invest in its infrastructure so that, in the future, files will be sent through secure electronic means. Third, the Foundation reinforced with staff the importance of safe stewardship of personal information and of a privacy protection culture. Fourth, Foundation management insisted that any situation or concern related to personal information be flagged immediately. The Foundation offered its full collaboration to the Office of the Privacy Commissioner of Canada to ensure that this matter was handled responsibly. The Office advised us on 15 November 2012 that incident #7285-10185 was closed.



MEMO

DESTINATAIRE / TO : Élise Comtois

EXPEDITEUR / FROM : Pierre-Gerlier Forest

DATE : Le 9 octobre 2007

OBJET / REGARDING : Délégation de pouvoirs – LAIPRP

Madame,

À titre de président et chef de la direction de la Fondation et en conformité avec l'article 73 de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels, je désigne le titulaire du poste de Directeur des services de gestion et des affaires publiques, que vous êtes, pour exercer le pouvoir, les responsabilités et les devoirs du président comme chef de l'institution fédérale pour toutes les sections des deux Lois à laquelle la Fondation est assujettie.

Cette délégation prendra effet à compter d'aujourd'hui.

Meilleures salutations,



Pierre-Gerlier Forest, Ph.D.

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Appendix B
2012-2013 Statistical report on the Privacy Act



Statistical Report on the Privacy Act

Name of institution: The Pierre Elliott Trudeau Foundation

Reporting period: 12-04-01 to 13-03-31

PART 1 – Requests under the Privacy Act

	Number of Requests
Received during reporting period	1
Outstanding from previous reporting period	0
Total	1
Closed during reporting period	1
Carried over to next reporting period	0

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	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	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	1

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	28	0
21	0	22.3	0		



2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
69(1)(a)	0	70(1)(a)	0	70(1)(d)	0
69(1)(b)	0	70(1)(b)	0	70(1)(e)	0
69.1	0	70(1)(c)	0	70(1)(f)	0
				70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	0	0
Total	0	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	0	0	0
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	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
Abandoned	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	0	0	0	0	0

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Disclosures under subsection 8(2)

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

PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	0
Requests for correction accepted	0
Requests for correction refused	0
Notations attached	0

PART 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	0	0

5.2 Length of extensions

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

PART 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

Consultations	Other government 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
Pending at the end of the reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other government 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

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
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

PART 7 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		\$5 731
Overtime		\$0
Goods and Services		\$700
• Contracts for privacy impact assessments	\$700	
• Professional services contracts	\$0	
• Other	\$0	
Total		\$6 431

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0,00	0,07	0,07
Part-time and casual employees	0,00	0,00	0,00
Regional staff	0,00	0,00	0,00
Consultants and agency personnel	0,00	0,00	0,00
Students	0,00	0,00	0,00
Total	0,00	0,07	0,07