



THE PIERRE ELLIOTT TRUDEAU FOUNDATION

Annual Report on the *Privacy Act*

From September 1, 2008, to August 31, 2009

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A. INTRODUCTION

Legal Status

An independent and non-partisan Canadian charity, the Pierre Elliott Trudeau Foundation was established in 2001 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.

The Pierre Elliott Trudeau Foundation funds outstanding scholars who conduct research in crucial societal issues, and creates opportunities for dialogue and collaboration across organizations and disciplines under four key themes: Human Rights and Dignity, Responsible Citizenship, Canada in the World, and People and their Natural 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. Directors oversee the approximately \$150 million endowment and an annual operating budget of \$6.5 million, and they set policies and program directions for the Foundation.

Mission Statement

The Mission Statement adopted by the Board of Directors inspires the work of the Foundation, and shaped its Business Plan for 2008-2009.

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 our growing community, we actively encourage talented individuals to develop audacious proposals, to set and achieve ambitious goals, and to interact with and teach as many people as possible. 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 and the law, and when new patterns of human behaviour are revealed and deep cultural understanding achieved.

Our distinctive and essential organization is devoted to the delivery of four core programs: a unique funding model segmented in three 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.

Trudeau Scholarships

Up to fifteen Scholarships are awarded each year to support doctoral candidates pursuing research of compelling present-day concern, touching on one or more of the four themes of the Foundation. Scholars are highly gifted individuals who are actively and concretely engaged in their fields and expected to become leading national and international figures. Trudeau Scholars are encouraged to work with Trudeau Mentors and Fellows. Interaction with the Trudeau community, non-academic spheres and the general public is an essential element of the Scholarship program.

Trudeau Fellowships

Up to five Fellows are chosen each year in recognition of outstanding achievement, innovative approaches to issues of public policy and commitment to public engagement. The Foundation provides support for the Fellows to make extraordinary contributions in their fields 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.

Trudeau 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, young doctoral students. Mentors are drawn from an impressive array of professional backgrounds, including the arts, journalism, business, public service, the legal profession, research 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.

Public Interaction Program

The Public Interaction Program (PIP) is the centrepiece that brings the three grant-giving programs together. The PIP events and the travel and research allocation provide unique opportunities to learn and exchange research, ideas and proposals that focus on specific questions, and to share relevant knowledge with colleagues from different disciplines and varied life and cultural backgrounds. The structure of our programs ensures that leading-edge researchers and Fellows, upcoming PhD Scholars and practical-minded Mentors bring their expertise together to make knowledge exchange and transfer a reality.

The PIP comes to life through four streams 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. Finally, we 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 *Privacy Act* since April 1, 2007. Although the Foundation's management, staff and directors firmly believe in a transparent and accountable management necessary to its charity status, the implementation of the Act has been a departure from our tradition of management as an independent corporation. This second year under the act has been one of learning, structuring and trying to adapt the best practices in place in federal institutions to our small and lean organization.

The *Privacy Act* (R.S., 1985, c. P-21) was proclaimed on July 1, 1983. The purpose of the *Privacy 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* require that the head of every government institution prepare, for submission to Parliament, an annual report on the administration of the Acts within the institution during each financial year.

This annual report is intended to describe how The Pierre Elliott Trudeau Foundation administered its responsibilities in the operation of the *Privacy Act* from September 1, 2008 through to August 31, 2009.

B. ADMINISTRATION OF THE *PRIVACY ACT*

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 D). The Director of Corporate Services and Public Affairs directly reports to the President and CEO of the Foundation.

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 web site. Employees are advised to contact the Director of Corporate Services and Public Affairs with questions or concerns.

The Pierre Elliott Trudeau Foundation, a small organization with limited resources mostly dedicated to its programs as required by the charity status and funding agreement, was already a highly transparent organization, and has had a comprehensive corporate governance structure in place to ensure effectiveness and accountability at all times prior to becoming subject to the Act.

In terms of procedures in handling the requests, we are keeping the same approach as the one adopted to operate our core programs. Upon reception of a request addressed to the Privacy Officer of the Foundation, the Director of Corporate Services and Public Affairs opens a file and makes sure that any required resources is 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 has significantly increased the operation costs of the Foundation (see Section C). The Foundation has a retainer with a law firm to receive legal advice on any aspects of the legislation. On-contract assistantship has also been 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.

Information Holdings

A description of the personal information banks held by the Foundation can be found in the Treasury Board Secretariat of Canada publications entitled *InfoSource – Sources of Federal Government Information 2008-2009* (Chapter 139) and *Sources of Federal Employee Information 2008-2009* (Chapter 139). The Foundation does not have exempt banks.

The above-mentioned publications can be found in public and academic libraries, constituency offices of federal members of Parliament, and on the Internet.

Reading Room

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

Education and Training Activities

During this reporting period, the Director of Corporate Services and Public Affairs attended a half-day training session held in Ottawa by the Treasury Board Secretariat on how to create or revise a personal information bank on May 14, 2009. She also registered to the privacy impact assessment session held on that same day, which, however, was cancelled.

The Director of Corporate Services and Public Affairs provides advice and guidance to staff and applicants on compliance requirements of the Act, by means of continuous dialogue. During the reporting period, no staff training was made.

Complaints

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

C. INTERPRETATION OF THE REPORT ON THE *PRIVACY ACT*

The following is provided to assist the reader in the interpretation of the information reported in Appendix A.

Part I: Requests processed

The Foundation received no requests under the *Privacy Act* from September 1, 2008 through to August 31, 2009.

Part II: Disposition of requests completed

No privacy requests were processed.

Part III: Exemptions invoked

No exemptions were invoked.

Part IV: Exclusions cited

There were no cases in which exclusions were cited.

Part V: Completion time

Not applicable.

Part VI: Extensions

No extensions were requested.

Part VII: Translations

No translations were requested.

Part VIII: Method of access

Not applicable as no access requests were filed.

Part IX: Corrections and notation

There were no requests made for corrections during this reporting period.

Part X: Costs

In 2008-2009, the direct cost of administering the *Privacy Act*, including information and training sessions and consulting fees, totalled \$5,352 – although no request was processed –, consisting of approximately \$2,052 in salary costs for 0.02 person-years, and \$3,300 for administration costs.

Supplemental Reporting Requirements for 2008-2009

Appendix B and Appendix C were attached to the *Statistical Reports on the Access to Information and Privacy Acts Call Letter* (Implementation Report No. 114). The following is provided to assist the reader in the interpretation of the information reported in Appendices B and C with regards to the *Privacy Act*.

No Preliminary Privacy Impact Assessments and no Privacy Impact Assessments were either initiated or completed during the reporting period.

No Privacy Impact Assessments were forwarded to the Office of the Privacy Commissioner during the reporting period

No discrepancies were noted.

No new data sharing activities were undertaken during the reporting period.

No disclosures of personal information were made pursuant to subsection 8(2)e), 8(2)f), 8(2)g or 8(2)m of the *Privacy Act*.



APPENDIX A

REPORT ON THE PRIVACY ACT

RAPPORT CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Institution The Pierre Elliott Trudeau Foundation / La Fondation Pierre Elliott Trudeau	Reporting period / Période visée par le rapport 2008-09-01 – 2009-08-31
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I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels	
Received during reporting period / Reçues pendant la période visée par le rapport	0
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	0
Completed during reporting period / Traitées pendant la période visées par le rapport	0
Carried forward / Reportées	0

II Disposition of request completed / Disposition à l'égard des demandes traitées	
1. All disclosed / Communication totale	0
2. Disclosed in part / Communication partielle	0
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0
5. Unable to process / Traitement impossible	0
6. Abandoned by applicant / Abandon de la demande	0
7. Transferred / Transmission	0
TOTAL	0

III Exemptions invoked / Exceptions invoquées	
S. Art. 18(2)	0
S. Art. 19(1)(a)	0
(b)	0
(c)	0
(d)	0
S. Art. 20	0
S. Art. 21	0
S. Art. 22(1)(a)	0
(b)	0
(c)	0
S. Art. 22(2)	0
S. Art. 23 (a)	0
(b)	0
S. Art. 24	0
S. Art. 25	0
S. Art. 26	0
S. Art. 27	0
S. Art. 28	0

IV Exclusions cited / Exclusions citées	
S. Art. 69(1)(a)	0
(b)	0
S. Art. 70(1)(a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0

V Completion time / Délai de traitement	
30 days or under / 30 jours ou moins	0
31 to 60 days / De 31 à 60 jours	0
61 to 120 days / De 61 à 120 jours	0
121 days or over / 121 jours ou plus	0

VI Extentions / Prorogations des délais		
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations	0	0
Consultation	0	0
Translation / Traduction	0	0
TOTAL	0	0

VI I Translations / Traductions		
Translations requested / Traductions demandées		0
Translations prepared / Traductions préparées	English to French / De l'anglais au français	0
	French to English / Du français à l'anglais	0

VIII Method of access / Méthode de consultation	
Copies given / Copies de l'original	0
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

IX Corrections and notation / Corrections et mention	
Corrections requested / Corrections demandées	0
Corrections made / Corrections effectuées	0
Notation attached / Mention annexée	0

X Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 2,052
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 3,300
TOTAL	\$ 5,352
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.02

APPENDIX B

Supplemental Reporting Requirements *Privacy Act*

Treasury Board Secretariat is monitoring compliance with the Privacy Impact Assessment (PIA) Policy (which came into effect on May 2, 2002) through a variety of means. Institutions are therefore required to report the following information for this reporting period.

Indicate the number of:

Preliminary Privacy Impact Assessments initiated: 0

Preliminary Privacy Impact Assessments completed: 0

Privacy Impact Assessments initiated: 0

Privacy Impact Assessments completed: 0

Privacy Impact Assessments forwarded to the Office of the Privacy Commissioner (OPC): 0

If your institution did not undertake any of the activities noted above during the reporting period, this must be stated explicitly.

Exigences en matière d'établissement de rapports supplémentaire *Loi sur la protection des renseignements personnels*

Le Secrétariat du Conseil du Trésor surveille la conformité à la Politique sur l'Évaluation des facteurs relatifs à la vie privée (ÉFVP) (qui est entrée en vigueur le 2 mai 2002) par divers moyens. Les institutions sont donc tenues de déclarer les renseignements suivants pour cette période de déclaration.

Veillez indiquer le nombre :

d'évaluations préliminaires des facteurs relatifs à la vie privée amorcées : 0

d'évaluations préliminaires des facteurs relatifs à la vie privée achevées : 0

d'évaluations des facteurs relatifs à la vie privée amorcées : 0

d'évaluations des facteurs relatifs à la vie privée achevées : 0

d'évaluations des facteurs relatifs à la vie privée acheminées au Commissariat à la protection de la vie privée (CPVP) : 0

Si votre institution n'a pas entrepris l'une ou l'autre des activités susmentionnées durant la période de rapport, cela doit être mentionné de façon explicite.

APPENDIX C

Discrepancies

N/A

Divergences

S/O

APPENDIX D



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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