



THE PIERRE ELLIOTT TRUDEAU FOUNDATION

2010-2011 Annual Report on the *Privacy Act*

From September 1, 2009, to March 31, 2011

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1. INTRODUCTION

Legal Status

A Canadian institution with a national purpose, the Pierre Elliott Trudeau 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 following a unanimous vote in the House of Commons. In addition, the Foundation benefits from private sector donations in support of specific initiatives.

The Pierre Elliott Trudeau Foundation funds outstanding scholars who conduct research in crucial public issues and creates opportunities for dialogue and collaboration across organizations and disciplines around 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. The directors oversee endowment and the operating budget, 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.

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 Scholarships to the most talented doctoral students in Canada and abroad*
- *appoints distinguished 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 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. 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 achieved.

Our distinctive organization is devoted 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. Mentors are drawn from an array of professional backgrounds, including business, public service, the law, the 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.

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 and concretely engaged in their fields and expected to become leading 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, 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.

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 allowance 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 provides an opportunity for top researchers and Fellows, upcoming PhD Scholars, and practical-minded Mentors to bring their expertise together and make knowledge exchange and transfer a reality. The PIP comes to life through four 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.

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 Act 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*. This report covers the periods from September 1, 2009

to March 31, 2010 and from April 1, 2010 through to March 31, 2011. Further to a change in directives from the Treasury Board Secretariat, this annual 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 2010-2011 financial year is ending August 31, 2011.

2. ADMINISTRATION OF THE *PRIVACY ACT*

Structure of the Privacy Office

The Pierre Elliott Trudeau Foundation is a small organisation. Its President and seven staff are devoted to the delivery of four core programs. The nature of the organization and its activities and the volume of request do not justify the establishment of a Privacy Office at the Foundation at this time. The responsibilities fall under the Direction of Corporate Services and Public Affairs, whose Director is fulfilling 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 entitled *Info Source – Sources of Federal Government Information* and *Sources of Federal Employee Information*. The Foundation does not have exempt banks.

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

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 STATISTICAL REPORT ON THE *PRIVACY ACT*

The following is provided to assist the reader in the interpretation of the information reported in Appendices B-1 and B-3, which present two Statistical Reports covering the reporting period of this Annual Report.

Part I: Requests processed

The Foundation received no requests under the *Privacy Act* from September 1, 2009 through to March 31, 2011.

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 2010-2011, the direct cost of administering the *Privacy Act*, including information and training sessions and consulting fees, totalled \$6,997 – although no request was processed – consisting of approximately \$4,679 in salary costs for 0.07 person-years, and \$2,318 for administration costs.

Additional Reporting Requirements for 2010-2011

Appendix B-2 was attached to the *Statistical Reports on the Access to Information and Privacy Acts* call letter. The following is provided to assist the reader in the interpretation of the information reported in Appendix B-3 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 exemptions were invoked pursuant to Paragraph 19(1)(e), Paragraph 19(1)(f), Subsection 22.1, Subsection 22.2 or Subsection 22.3.

No exclusions were cited pursuant to Subsection 69.1 or Subsection 70.1.

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 of both pieces of legislation, by means of continuous dialogue. During the reporting report, no formal staff training was provided.

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

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 may significantly increase the operation costs of the Foundation. 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.

7. ISSUES AND COMPLAINTS

No issues were encountered and no complaints were filed against the Foundation with the Office of the Privacy Commissioner during this reporting period. No investigations were received during the reporting period.

8. PRIVACY IMPACT ASSESSMENTS

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.

9. DISCLOSURES PURSUANT TO PARAGRAPH 8(2)(m)

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

APPENDIX A



MEMO

DESTINATAIRE / TO : Élise Comtois

EXPEDITEUR / FROM : Pierre-Gerlier Forest

DATE : Le 9 octobre 2007

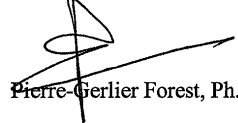
OBJET / REGARDING : Délégation de pouvoirs – LAIPRP

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-1

REPORT ON THE PRIVACY ACT

RAPPORT CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Institution La Fondation Pierre Elliott Trudeau The Pierre Elliott Trudeau Foundation	Reporting period / Période visée par le rapport 2009-04-01 – 2010-03-31
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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

VII 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	\$ 2 700
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 1 427
TOTAL	\$ 4 127
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	0,05





APPENDIX B-2

REPORT ON THE PRIVACY ACT / RAPPORT CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Institution La Fondation Pierre Elliott Trudeau The Pierre Elliott Trudeau Foundation	Reporting period / Période visée par le rapport 2010-04-01 – 2011-03-31
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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

VII 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	\$ 1649
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 266
TOTAL	\$ 1915
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	0,022



APPENDIX B-3

2010-2011 Additional 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) and the Directive on Privacy Impact Assessment (which takes effect April 1, 2010) through a variety of means. Institutions are therefore required to report the following information for this reporting period. Note that because some institutions are using the Core PIA as outlined in the Directive in advance of the implementation deadline, they will not have Preliminary PIAs to report.

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

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

In addition, institutions are required to report on the following:

Part III – Exemptions invoked

Paragraph 19(1)(e)	0
Paragraph 19(1)(f)	0
Subsection 22.1	0
Subsection 22.2	0
Subsection 22.3	0

Part IV – Exclusions cited

Subsection 69.1	0
Subsection 70.1	0

Note: If your institution did not invoke any exemptions or cite any exclusions noted above during the reporting period, this must be stated explicitly.