



Canadian
Race Relations
Foundation

Fondation
canadienne des
relations raciales

PRIVACY ACT

The Canadian Race Relations Foundation Annual Report to Parliament April 1, 2017 to March 31, 2018

This Annual Report is tabled in Parliament in accordance with section 72 of the *ATI Act*.

INTRODUCTION

About the Privacy Act

The Privacy Act (the Act), which took effect in 1983, obliges approximately 250 federal government departments and agencies to respect the privacy rights of individuals by limiting the collection, use and disclosure of their personal information. The Privacy Act also gives individuals the right to request access to personal information about themselves that may be held by federal government organizations (Section 2 of the Act). If individuals feel that the information is incorrect or incomplete they also have the right under the Act to ask that it be corrected. The law also protects an individual's privacy by preventing others from having access to that personal information and allows an individual specific rights concerning the collection and use of his/her information.

Section 72 of the Privacy Act requires that the head of every government institution and agency 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 Canadian Race Relations Foundation administered its responsibilities under the Privacy Act.

Canadian Race Relations Foundation Mandate

The CRRF was established as part of the Japanese Canadian Redress Agreement of 1988. *The Canadian Race Relations Foundation Act* was passed in 1990 and proclaimed in 1996 "...to facilitate throughout Canada the development, sharing and application of knowledge and expertise in order to contribute to the elimination of racism and all forms of racial discrimination in Canadian society..." The CRRF opened its doors in November 1997. A Crown Corporation, one of the portfolio agencies of the Department of Citizenship, Immigration and Multiculturalism Canada, the CRRF operates at arm's length from the Government of Canada. The CRRF also has registered charitable status. Its operating income is derived primarily from the income generated by the investment of the endowment fund.

The CRRF is a leading and authoritative national voice and agent of change for the elimination of all forms of racism, and the promotion of a more harmonious Canada. The CRRF is a leader in the development of a national framework for eliminating all forms of racism and helping to strengthen Canadian identity as it refers, for example, to the principles of equality of opportunity, fairness, justice and human dignity. The CRRF will advance understanding of the past and present causes and manifestations of racism, and work toward its elimination through the promotion of effective and harmonious race and ethnic relations, civic responsibility, research, supporting and promoting the development of national policies, and the establishment of information databases.

The *Privacy Act* recognizes the right of citizens to have access to their personal information held by government institutions.

The CRRF has no formal mandate or the power to investigate complaints and impose sanctions, but may make recommendations to policymakers on the elimination of racism.

The office of the Canadian Race Relations Foundation is located in the City of Toronto. Its current address and contact is:

6 Garamond Court, Suite 225, Toronto, Ontario M3C 1Z5

Tel: 416 441 1900 - (toll free) 1 888 240 4936

Fax: 416 441 2752 - (toll free) 1 888 399 033

Email: info@crrf-fcrr.ca

Website: www.crrf-fcrr.ca

ORGANIZATIONAL STRUCTURE

The CRRF's direction is vested in a Board of Directors consisting of a chairperson and up to 11 other members. Attempts are made to have at least one representative on the Board from each province and territory. During the fiscal year 2017-2018, there were eleven (11) members. . This list of the Board is posted in the CRRF website, www.crrf-fcrr.ca.

An Executive Director, an ex-officio member of the Board, manages the CRRF's daily operations

DESCRIPTION OF STRUCTURE

The Director of Finance and Administration assumes the responsibility to respond to requests for information. The CRRF had 17 staff in total during the reporting period.

ACCESS TO INFORMATION AND PRIVACY

It should be noted that the staff complement of the CRRF during the period under review was 17, both full-time and part-time, in addition to the Executive Director.

STATEMENT OF DELEGATION ORDER

There is a formal delegation order, but no separate unit created to process ATIP requests (see Appendix A for the delegation order). The designated coordinator for such requests is the Director of Finance and Administration.

STATISTICAL REPORTS

During the 2017-18 fiscal year, the CRRF did not receive any request under *the Privacy Act*. Please see Appendix B for the completed form: Statistical Report on *the Privacy Act*.

INTERPRETATION OF THE STATISTICAL REPORT

No requests were received so there are no trends to report.

PRIVACY IMPACT ASSESSMENTS

With the exception of applications for job-related openings, and as it is not empowered to conduct investigations, the Canadian Race Relations Foundation does not collect individual or personal information. As a result, the CRRF did not conduct any privacy impact assessments

DATA MATCHING ACTIVITIES

As the CRRF does not collect personal information, beyond the description above, no data matching or sharing was done.

PRIVACY EDUCATION AND TRAINING

No formal training undertaken during the year. .

DISCLOSURE OF PERSONAL INFORMATION

During the reporting period, the CRRF did not disclose personal information pursuant to subsection 8(2) of the *Privacy Act*.

PRIVACY BREACHES

No material privacy breaches occurred during the reporting period.

SIGNIFICANT ORGANIZATIONAL CHANGES

Nothing to report

OVERVIEW OF NEW AND/OR REVISED INSTITUTIONAL PRIVACY ACT POLICIES AND PROCEDURES

None

POLICY FOR MONITORING TIME OF PROCESS

Since the CRRF did not receive any request under *the Privacy Act* no monitoring was conducted during the reporting period

DESCRIPTION OF MAJOR CHANGES

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During the period covered by this report, Lilian Ma has been appointed to the Executive Director position, after a thorough search and interview process by the Government of Canada.

ACCESS TO INFORMATION COMPLAINTS, ETC.

Nothing to report

APPEALS TO FEDERAL COURT/ FEDERAL COURT OF APPEAL

Nothing to report

APPENDIX A

CANADIAN RACE RELATIONS FOUNDATION Delegation Order under the *Access to Information Act* and the *Privacy Act*

Pursuant to sections 73 of the *Access to Information Act* and the *Privacy Act*, I hereby delegate my powers, duties, and functions to the persons who hold the positions set out in the Schedule hereto, subject to the following conditions:

- (a) that the persons to whom my powers, duties, or functions are delegated are bound in the exercise of those powers, duties, or functions by the jurisdictional, legislative, and administrative limitations to which I am subject;
- (b) that the powers, duties, or functions delegated to any person may also be exercised by another person who holds the person's position in an acting capacity to which he or she has been duly appointed;
- (c) that notwithstanding the Delegation Order of my powers, duties, or functions, I may exercise at any time any of the powers, duties, or functions delegated.

This Delegation Order is effective on and from the date shown below and shall remain in effect until revoked. I may revoke or amend this Delegation Order at any time. This Delegation Order supersedes all previous Delegation Orders.

Schedule		
Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Director, Finance and Administration	Full authority	Full authority

Dated at the City of Toronto, this 15 day of June 4 2018



Lilian Ma, Executive Director - Canadian Race Relations Foundation

APPENDIX B

Statistical Report on the *Privacy Act*

Name of institution: Canadian Race Relations Foundation

Reporting period: 2017-04-01 to 2018-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
Total	0
Closed during reporting period	0
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	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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)	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

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
Neither confirmed nor denied	0	0	0
Total	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
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
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
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	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 Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	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 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	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 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	
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
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	
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
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

7.1 Requests with Legal Services

Number of Days	Fewer 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
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

7.2 Requests with Privy Council Office

Number of Days	Fewer 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
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

Part 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0
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Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures	Amount
Salaries	\$1,000
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0

Total	\$1,000
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10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.01
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.01