



Canadian Tourism  
Commission

Commission canadienne  
du tourisme

2013 - 2014

## ANNUAL REPORTS TO PARLIAMENT

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### ***Access to Information Act and Privacy Act***

Canada 

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# Part I - *Access to Information Act*

## **Preface**

The *Access to Information Act* (Revised Statutes of Canada, Chapter A-1, 1985) was proclaimed on July 1, 1983.

Section 2 of the *Access to Information Act* gives Canadian citizens and permanent residents a broad right of access to information contained in government records, subject to certain specific and limited exceptions.

According to Section 72 of the *Access to Information Act*, the head of every government institution shall 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 Canadian Tourism Commission administered its responsibilities under the *Access to Information Act* from April 1, 2013 to March 31, 2014.

# Corporate Profile

## Our role

The Canadian Tourism Commission (CTC) is a federal Crown corporation wholly owned by the Government of Canada. We are accountable to Canada's Parliament through the Minister of Industry. Through collaboration and partnerships with the private sector, as well as with the governments of Canada, the provinces and territories, the CTC works with the tourism sector to maintain its competitiveness and reposition Canada as a destination where travellers can create extra-ordinary personal experiences.

## Our legislated mandate

- To sustain a vibrant and profitable tourism industry
- To market Canada as a desirable tourism destination
- To support a cooperative relationship between the private sector and the governments of Canada, the provinces and the territories with respect to Canadian tourism
- To provide information about tourism to the Canadian private sector, the governments of Canada, the provinces and the territories.

## Our markets

To achieve our strategic goal of growing tourism export revenues for Canada in markets of highest return and where the Canada tourism brand leads, we are active in the markets that account for more than 61% of all overnight international arrivals to Canada. Our current approach targets international travellers in the Americas (Mexico and Brazil), Europe (the United Kingdom (UK), Germany and France), Asia (China, India, Japan and South Korea) and Australia. We also conduct business events sales activities in the United States (US). Our regional hub structure allows us to be nimble and opportunistic so that we can adjust our marketing programs to reflect changing market conditions and capitalize on new marketing opportunities as they arise.

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Our partners include provincial and territorial governments, other federal departments and agencies, destination marketing organizations, the Canadian private sector and international travel trade and meeting professionals.

## Our values

Act with Integrity

Be Creative and Seek Opportunities to Innovate

Collaborate to Achieve Common Goals

## **The Organization**

### **Board of Directors**

A 12-member Board of Directors oversees the business of the Canadian Tourism Commission. Its role is to provide strategic leadership and stewardship, and approve the allocation of resources. The Chair of the Board and the President and CEO are appointed by the Governor-in-Council. The remaining directors are appointed by the Minister of Industry with the approval of the Governor-in-Council. The *CTC Act* names the Deputy Minister of Industry as an *ex officio* director on the Board.

The President and CEO is accountable to the Board of Directors for the management and performance of the organization. The Board is accountable to Parliament through the Minister of Industry. The primary vehicles for reporting to the Crown are the Annual Report and the five-year Corporate Plan and Budgets.

The CTC is headquartered in Vancouver, British Columbia.

### **Overall Staff**

- 106.5 total FTEs.

Further information on the Commission is contained on its business Web site at [www.corporate.canada.travel](http://www.corporate.canada.travel)

## **Administration of the *Access to Information Act***

Implementation of the *Access to Information Act* (the Act) at the Canadian Tourism Commission (CTC) is within the division of the Senior Vice-President, Corporate Affairs and Corporate Secretary. The Management Services and Board Liaison Officer is the Coordinator, and is responsible for all of the day-to-day activities related to the administration of the Act.

### **Delegation of Authority**

Pursuant to Section 3 of the *Access to Information Act* (the Act), the President and CEO is the designated head of the Canadian Tourism Commission. While for the purpose of the Act the head retains authority, all of the day-to-day activities related to the administration of the Act are the responsibility of the Access to Information Coordinator and other officials who have full knowledge of the legislation and jurisprudence, including the Commission's in-house counsel.

### **Official Vehicles of Communication**

Besides formal Access to Information requests, information on the CTC is available to Canadians through its official vehicles of communication as provided below:

**Corporate Website:** <http://en-corporate.canada.travel/>

The corporate website contains corporate reports and information, research publications, market information, corporate news release, backgrounders and fact sheets, resources and tools to help industry leverage Canada's tourism brand. *CTC News* is also available on this Web site; subscribers receive regular updates on CTC research and statistics, market programs, tourism issues and industry trends

**Business Events Canada:** <http://us-meetings.canada.travel/>

This website is set up for business travellers and meeting planners with information on destinations and facilities in Canada.

**Media Centre:** <http://mediacentre.canada.travel/>

Designed for members of the international media, this website contains resources and blogs for media stories and details of GoMedia Canada Marketplace, our annual media event where Canadian travel organizations tell Canadian and international journalists about Canada.

**Our Consumer Website:** <http://caen-keepexploring.canada.travel/>

This site is a first stop for travellers to Canada to find out some of the things to do, places to go, events, festivals and travel offers that are available in the country.

**Travel-trade Website:** <http://canadaexplorerus.canada.travel/>

The travel-trade Website is set up for members of the tourism industry to enhance their knowledge about the country they are selling.



**Social media** is an important element of CTC's overall marketing strategy. The channels by which CTC interacts with customers include *Facebook*, *Twitter*, *Youtube* and *Flickr*.

### **Info Source**

Additional information on the CTC may be found in Info Source, a source of federal government and employee information. Info Source is published on the CTC corporate website and can be accessed through this link:

<http://en-corporate.canada.travel/disclosure>

### **Education and Training**

The CTC staff did not receive any training on ATIP from April 1, 2013 to March 31, 2014. The last sessions were held on March 15, 2012, when the CTC provided three all-staff formal training sessions at its headquarters in Vancouver. A total of 61 staff members participated both in person and via WebEx from our international markets.

### **New Access to Information Related Policies and Procedures**

No new Access to Information related policies or procedures were established.

## Summary of Key Activities

During the period under review, the CTC received two (2) requests under the *Access to Information Act* – up one (1) from the previous reporting period.

### ***I. Exemptions Invoked***

As noted in the statistical report (attached), exemptions pursuant to sections 16.1(1)(b), 19(1) and 21(1)(a) were invoked in respect to one request. There were no records available for the other request.

### ***II. Completion Time and Extensions***

One request was completed within sixty (60) days. A thirty (30) day extension was taken pursuant to paragraph 9(1)(a) of the Act in order to consult with other government departments.

The other request was completed within ninety (90) days. An extension for sixty (60) days was taken pursuant to paragraph 9(1)(a) and 9(1)(b) of the Act as there were a large number of records to process and to undertake consultations with third parties.

The Commission does not monitor the time to process access to information requests because a very small number of requests are made each year.

### ***III. Fees***

Application fees for two (2) requests were collected during the reporting period, totaling \$10.

### ***IV. Costs***

Total costs associated with *Access to Information Act* activities for the period under review are estimated at \$ 1,729. In terms of staff resources, one full-time employee is dedicated, on a part-time basis, to the access to information activities.

## Complaints

Applicants have the right of complaint pursuant to the Act and may exercise this right at any time during the processing of their request. There were no complaints during this reporting period.

## Other Business

In this reporting period, the CTC responded to 10 consultations from other government institutions and organizations.

# Statistical Report - Access to Information Act



Government of Canada / Gouvernement du Canada

## Statistical Report on the Access to Information Act

Name of institution: Canadian Tourism Commission

Reporting period: 4/1/2013 to 31-Mar-14

### PART 1 – Requests under the Access to Information Act

#### 1.1 Number of Requests

	Number of Requests
Received during reporting period	2
Outstanding from previous reporting period	0
<b>Total</b>	<b>2</b>
Closed during reporting period	2
Carried over to next reporting period	0

#### 1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (Private Sector)	0
Organization	0
Public	1
<b>Total</b>	<b>2</b>

### 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	1	0	0	0	1
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	1	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Treated informally	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

## 2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	0
14(a)	0	16.1(1)(b)	1	18.1(1)(b)	0	21(1)(c)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	1	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	0	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	0		
16(1)(b)	0	17	0	20(1)(d)	0		
16(1)(c)	0						
16(1)(d)	0						

\* I.A.: International Affairs    Def.: Defence of Canada    S.A.: Subversive Activities

## 2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	0	69(1)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	1	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>

## 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	73	73	1
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	1	73	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
<b>Total</b>	<b>1</b>	<b>73</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	30	0	0	0	30
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
<b>Total</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>

## 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **PART 3 – Extensions**

### 3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	1	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	1	0
Request abandoned	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>

### 3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	1	0	2	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>

**PART 4 – Fees**

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	2	\$10	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	<b>2</b>	<b>\$10</b>	<b>0</b>	<b>\$0</b>

**PART 5 – Consultations received from other institutions and organizations**

**5.1 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 reporting period	10	242	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	<b>10</b>	<b>242</b>	<b>0</b>	<b>0</b>
Closed during the reporting period	10	242	0	0
Pending at the end of the reporting period	0	0	0	0

**5.2 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	than 365 days	
Disclose entirely	3	4	1	0	0	0	0	8
Disclose in part	0	1	1	0	0	0	0	2
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
<b>Total</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>

### 5.3 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	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### PART 6 – 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
<b>Total</b>	<b>0</b>	<b>0</b>

### PART 7 – Resources related to the Access to Information Act

#### 7.1 Costs

Expenditures		Amount
Salaries		\$1,729
Overtime		
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$1,729</b>



## 7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.00	1.00	1.00
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
<b>Total</b>	0.00	1.00	1.00

## Previously released ATI package released informally

<b>Institution</b>	<b>Number of informal releases of previously released ATI packages</b>
Canadian Tourism Commission	1

# Part II - *Privacy Act*

## **Preface**

The *Privacy Act* (Revised Statutes of Canada, Chapter A-1, 1985) was proclaimed on July 1, 1983.

The purpose of the *Privacy Act* is “to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and to provide individuals with a right of access to that information” (Section 2 of the Act). 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 prepare for submission to Parliament an annual report on the administration of this Act within the institution during each financial year.

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### **Delegation of Authority**

Pursuant to Section 3 of the *Privacy Act* (the Act), the President and CEO is the designated head of the Canadian Tourism Commission. While for the purpose of the Act the head retains authority, all of the day-to-day activities related to the administration of the Act are the responsibility of the Access to Information and Privacy Coordinator and other officials who have full knowledge of the legislation and jurisprudence, including the Commission's in-house counsel.

### **Privacy Impact Assessment Policy (PIA)**

One Privacy Impact Assessment (PIA) was completed during this reporting period. Following an independent assessment of its systems, and an evaluation of enterprise options available in the marketplace, the CTC decided to adopt a "Software as a Service" model for the renewal of its information management infrastructure. Software as a Service is a software delivery model in which software and associated data are centrally hosted on an external vendor's servers, an approach to systems management more commonly referred to as "cloud computing". Applications migrated to the cloud were limited to CTC's Financial, Procurement, and Customer Relationship Management (CRM) functions. In recognition of the potential security and privacy challenges surrounding cloud computing, a PIA was conducted so as to inform the initiative's policy and technical implementation. The PIA also served to proactively manage and mitigate potential risks to personal information under the Commission's control. The PIA was initiated in the early phases of project planning.

A summary for the PIA can be found on our corporate website under this link:  
<http://en-corporate.canada.travel/disclosure>

### **Training and Education**

The CTC staff did not receive any training on ATIP from April 1, 2013 to March 31, 2014. The last sessions were held on March 15, 2012, when the CTC provided three all-staff formal training sessions at its headquarters in Vancouver. A total of 61 staff members participated both in person and via WebEx from our international markets.

### **New Privacy Related Policies and Procedures**

No new Privacy related policies or procedures were established.

**Disclosures made pursuant to paragraph 8(2)(m) of the *Privacy Act* during the reporting period**

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

## **Summary of Key Activities**

As noted on the Statistical Report (attached) no requests were received by the CTC under the *Privacy Act* during the period under review.

### **Complaints**

None.

### **Material Privacy Breaches**

No material privacy breaches occurred during the reporting period.



# Statistical Report – *Privacy Act*



Government of Canada  
Gouvernement du Canada

## Statistical Report on the *Privacy Act*

Name of institution: Canadian Tourism Commission

Reporting period: 4/1/2013 to 31-Mar-14

### PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
<b>Total</b>	<b>0</b>
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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
<b>Total</b>	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	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
<b>Total</b>	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	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
<b>Total</b>	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
<b>Total</b>	<b>0</b>	<b>0</b>

**PART 8 – Resources related to the *Privacy Act***

**8.1 Costs**

Expenditures		Amount
Salaries		\$0
Overtime		\$0
Goods and Services		\$0
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$0</b>

**8.2 Human Resources**

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.00	0.00	0.00
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
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>