



THE PIERRE ELLIOTT TRUDEAU FOUNDATION

2014-2015 ANNUAL REPORT  
ON THE *PRIVACY ACT*

From 1 April 2015 to 31 March 2016

**FONDATION  
TRUDEAU  
FOUNDATION**

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## 1. INTRODUCTION

### *Charitable status*

The Pierre Elliott Trudeau Foundation is an independent and non-partisan charity established in 2001 as a living memorial to the former prime minister by his family, friends, and colleagues. In 2002, with the support of the House of Commons, the Government of Canada endowed the Foundation with the Advanced Research in the Humanities and Human Sciences Fund. The Foundation also benefits from private donations.

The Foundation is governed by a diverse and distinguished Board of up to 18 directors. Two seats are reserved for directors appointed by the Minister of Industry and another two for representatives of the family of the late Pierre Trudeau. The Board and its committees oversee the Foundation's \$150 million assets and an annual operating budget of \$6 million, and they set the organization's policies and program directions.

The Foundation was established in 2001 under Part II of the *Canada Corporations Act*. On 30 May 2014, La Fondation Pierre Elliott Trudeau / The Pierre Elliott Trudeau Foundation was continued under the *Canada Not-for-profit Corporations Act* as per section 211 of the Act. The Foundation is registered as a Canadian charity with the Canada Revenue Agency. Its charitable registration number is 895438919RR0001.

### *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.

By granting doctoral scholarships, awarding fellowships, appointing mentors, and holding public events, the Foundation encourages critical reflection and action in four areas important to Canadians: human rights and dignity, responsible citizenship, Canada's role in the world, and people and their natural environment.

### *Mentorships*

The Mentorship Program forges intellectual and personal bonds between talented doctoral students and renowned Canadians with extensive experience in public life. Up to ten mentors are appointed each year. The mentors are drawn from an array of professional backgrounds, including business, public service, law, arts, journalism, and community organizations. The mentors' achievements give them wide national and international networks, from which the scholars can benefit.

### *Scholarships*

Around fifteen scholarships are awarded each year to support doctoral candidates pursuing research within the Foundation's four priority domains. Trudeau scholars are accomplished individuals who are actively engaged in their fields and who have strong leadership potential. They are encouraged to work with Trudeau mentors and fellows. Scholars' interaction with the Foundation community, non-academic spheres, and the general public is an essential aspect of the Scholarship Program.

### *Fellowships*

Each year, up to five outstanding public intellectuals are appointed Trudeau fellows in recognition of their research contributions and their commitment to policy engagement. Starting in 2014, fellows are also appointed on the basis of their Trudeau project – a proposal for work on an issue of public importance to Canada and the world, that draws on the multidisciplinary expertise of Trudeau mentors, scholars, and other fellows. The Foundation's support enables fellows to make extraordinary contributions in their field through leading-edge research and creative work. As the Fellowship Program grows, it builds a network of intellectuals working from a variety of perspectives to address critical social and policy issues.

### *Public Interaction Program*

The Public Interaction Program (PIP) builds on the expertise of the international network of individuals selected through the three grant-giving programs. PIP events and the Foundation's travel and research allowances provide members of the Foundation community with unique opportunities to learn and exchange research, ideas, and proposals, and to share knowledge with colleagues from different disciplines and backgrounds. It gives top researchers and thinkers, upcoming PhD scholars, and practically-minded mentors the chance to bring their expertise together to make knowledge exchange a reality. PIP comes to life through varied formats, including an annual conference, seminars and workshops, and publications. In addition, members of the Foundation community are encouraged to organize PIP events and to collaborate with other institutions to promote understanding of major issues that affect Canadians and global society.

### *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 application of the *Privacy Act*. As per directives from the Treasury Board Secretariat, the report covers the period from 1 April 2015 to 31 March 2016. Therefore, it present financial information that has yet to be audited by the external auditors of the Pierre Elliott Trudeau Foundation, as its 2015-2016 financial year ends on 31 August 2016.

## 2. ADMINISTRATION OF THE *PRIVACY ACT*

### *Structure of the privacy office*

The Pierre Elliott Trudeau Foundation is a small organization. Its president and ten 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 Executive Director who 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 Foundation's web site (see <http://www.fondationtrudeau.ca/en/about/publications/info-source>). The Foundation does not have any 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 Chief Executive Officer of the Foundation is designated as the head of the institution for the purpose of the *Privacy Act*.

The Executive Director (formerly 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 Executive Director directly reports to the President and Chief Executive Officer of the Foundation.

### 4. INTERPRETATION OF THE 2015-2016 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, no new requests were received and no requests were outstanding from previous reporting periods (or the previous reporting period?). For this reason, Parts 2 to 9 of the statistical reports do not present any data for this reporting period, but the headers are detailed below for greater clarity.

#### *Part 2 – Requests closed during the reporting period*

##### 2.1 Disposition and completion time

Not applicable.

##### 2.2 Exemptions

Not applicable.

##### 2.3 Exclusions

Not applicable.

##### 2.4 Format of information released

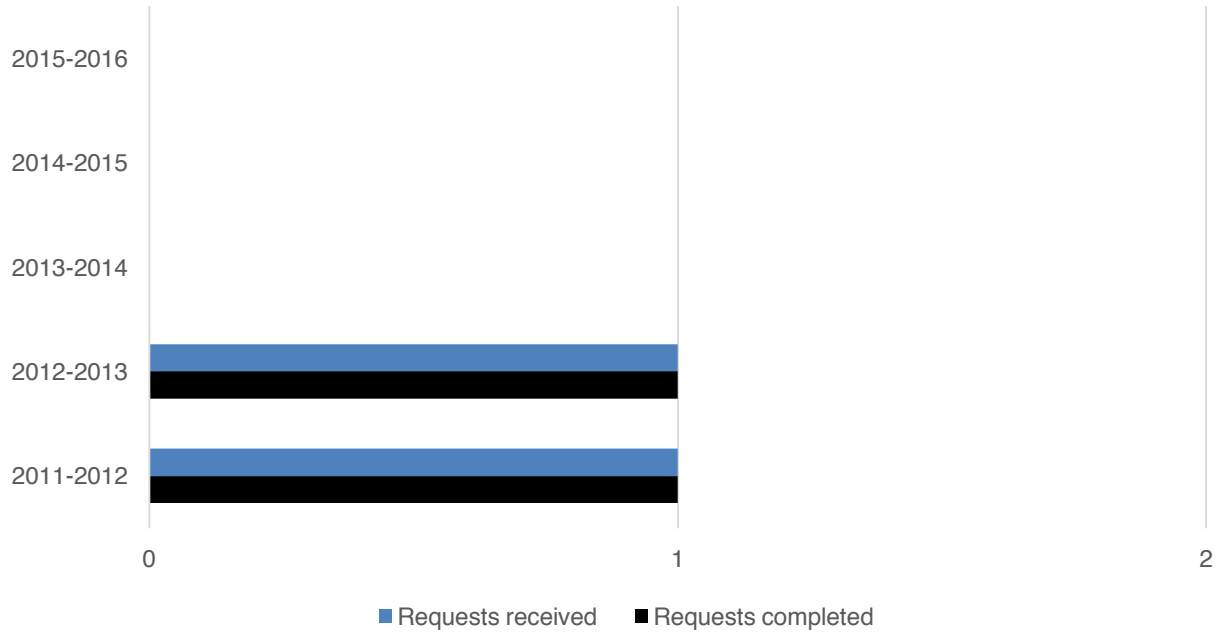
Not applicable.

##### 2.5 Complexity

###### *2.5.1 Relevant pages processed and disclosed*

Not applicable.

**Five-year trend: Requests under the *Privacy Act* 2012-2016**



**2.5.2 *Relevant pages processed and disclosed by size of requests***

Not applicable.

**2.5.3 *Other complexities***

Not applicable.

**2.6 Deemed refusals**

**2.6.1 *Reasons for not meeting statutory deadline***

Not applicable.

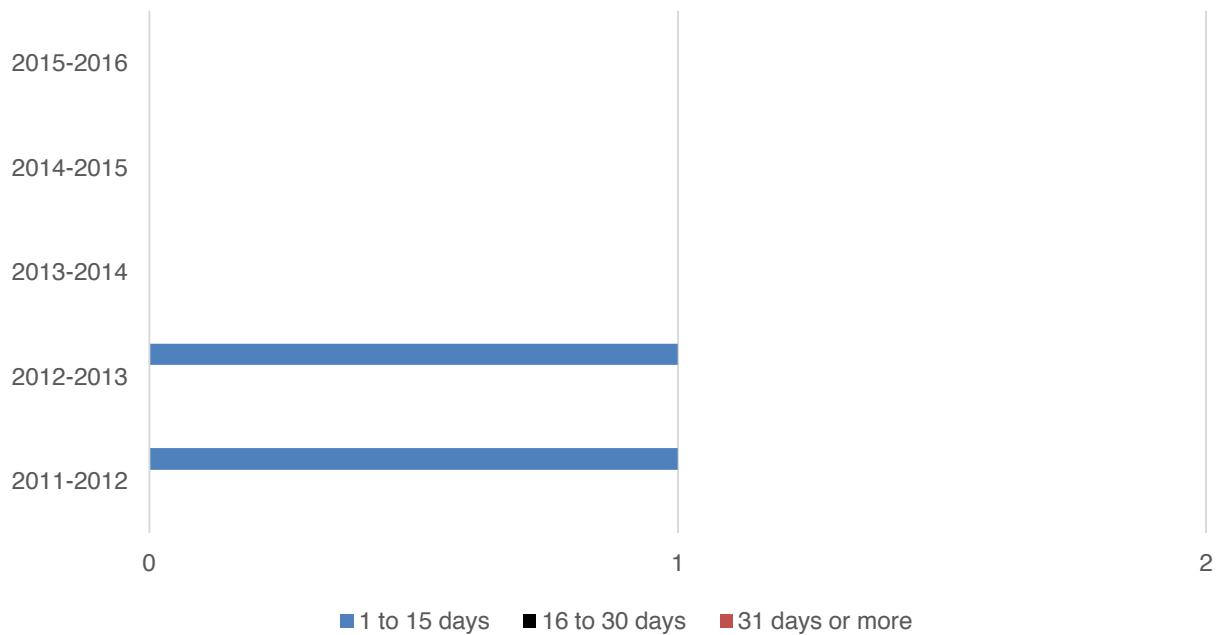
**2.6.2 *Number of days past deadline***

Not applicable.

**2.6.3 *Requests for translation***

Not applicable.

### Five-year trend: Privacy request completion time 2012-2016



#### *Part 3 – Disclosures under subsections 8(2) and 8(5)*

No disclosures were made pursuant to paragraphs 8(2)(e), 8(2)(m) or subsection 8(5) during the reporting period.

#### *Part 4 – Requests for correction of personal information and notations*

No requests for correction of personal information and no notations were received during the reporting period.

#### *Part 5 – Extensions*

##### **5.1 Reasons for extensions and disposition of requests**

Not applicable.

##### **5.2 Length of extensions**

Not applicable.



*Part 6 – Consultations received from other institutions and organizations*

**6.1 Consultations received from other Government of Canada institutions and organizations**

No such consultations were received during the reporting period.

**6.2 Recommendations and completion time for consultations received from other Government of Canada institutions**

Not applicable.

**6.3 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.

**7.1 Requests with legal services**

Not applicable.

**7.1 Requests with Privy Council Office**

Not applicable.

*Part 8 – Complaints and investigation notices received*

No complaints or investigation notices were received during the reporting period.

*Part 9 – Privacy impact assessments*

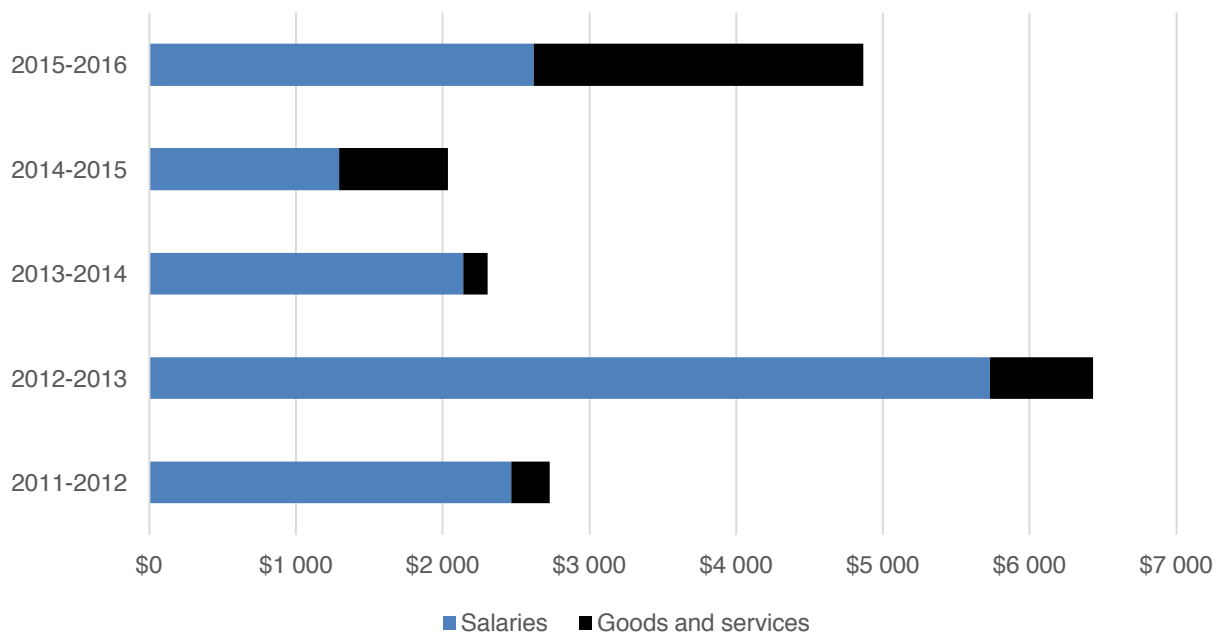
No privacy impact assessments were either initiated or completed during the reporting period.

*Part 10 – Resources related to the Privacy Act*

**10.1 Costs**

In 2015-2016, the direct cost of administering the *Privacy Act* totalled \$4,868 consisting of approximately \$2,620 in salary costs and \$2,248 in goods and services. The costs include reporting activities under the administration of the Act and services required to protect personal information, such as document management.

**Five-year trend: Costs related to the *Privacy Act* 2012-2016**



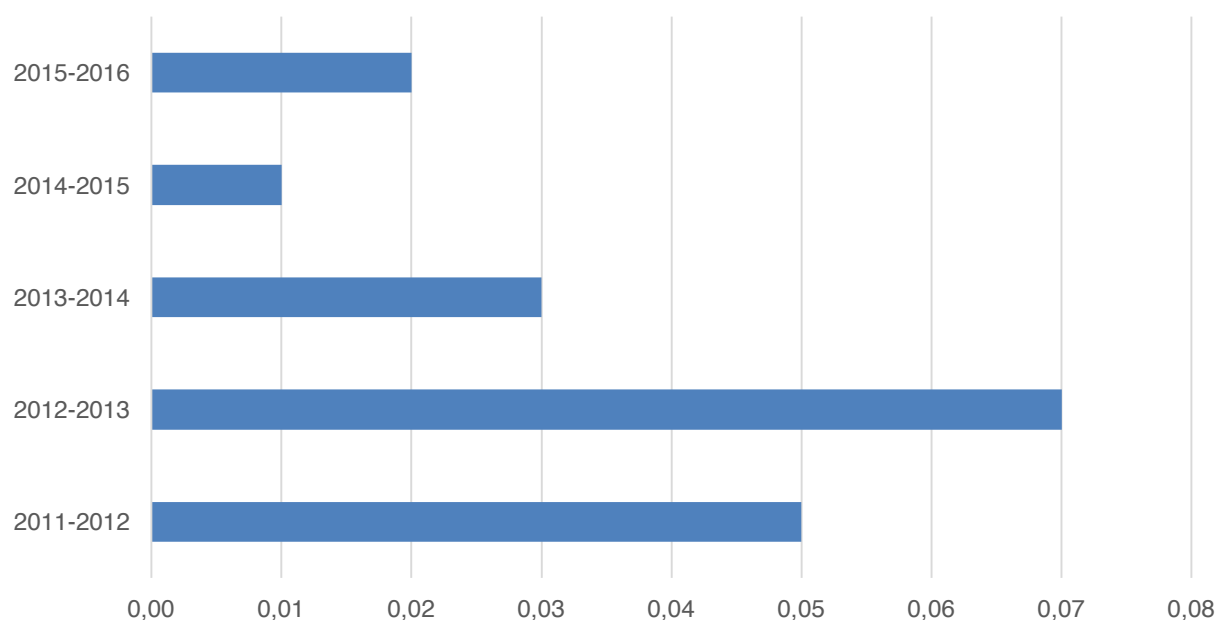
## 10.2 Human resources

During the reporting period, the administration of the *Privacy Act*, including processing requests, reporting and training, represented 0.02 of a full-time employee dedicated part-time to privacy activities.

### 5. TRAINING ACTIVITIES

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

**Five-year trend: Human resources dedicated part-time to privacy activities  
2012-2016**



## 6. GUIDELINES, 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 Executive Director 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](http://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, the Executive Director (in her Privacy Officer capacity) 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 may request legal advice on any aspects of the legislation, particularly when a new type of request is received. 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. The Foundation was also made aware by Public Safety Canada that the *Security of Canada Information Sharing Act* that came into force on 1 August 2015 applies to our institution. The Foundation has responded to surveys and read materials from the Privacy Commissioner of Canada on the implications and implementation on this Act.

## 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 conducted during the reporting period.

## 8. MONITORING OF TIME TO PROCESS PRIVACY REQUESTS

Given the low volume of requests received, no formal monitoring of the time to process access to information request was required or conducted during the reporting period. The Executive Director simply records in a spreadsheet the time and resources spent on specific requests and reports. The resources related to the *Privacy Act* are probably underestimated.

## 9. MATERIAL PRIVACY BREACHES

No material privacy breaches occurred during the reporting period.

## 10. PRIVACY IMPACT ASSESSMENTS

During the reporting period, no privacy impact assessments were conducted.

## 11. DISCLOSURES PURSUANT TO PARAGRAPH 8(2)(M)

During the reporting period, no such disclosures were made.

*Table 1. Overview of privacy requests 2012-2016*

<i>Reporting period</i>	<i>Requests received</i>	<i>Requests completed</i>	<i>Requests carried forward</i>	<i>Number of pages processed</i>	<i>Number of pages released</i>	<i>On-time compliance rate</i>
2015-2016	0	0	0	0	0	–
2014-2015	0	0	0	0	0	–
2013-2014	0	0	0	0	0	–
2012-2013	1	1	0	0	0	100%
2011-2012	1	1	0	0	0	100%



**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*  
*Statistical Report on the Privacy Act*



**Statistical Report on the *Privacy Act***

Name of institution: The Pierre Elliott Trudeau Foundation

Reporting period: 2015-04-01 to 2016-03-31

**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
Neither confirmed nor denied	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)	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
<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
Neither confirmed nor denied	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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
<b>Total</b>	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
<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 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
<b>Total</b>	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>	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
<b>Total</b>	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
<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 of Canada institutions

Recommendation	Number of Days Required to Complete Consultation							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
<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							
	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	Total
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
<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 7: Completion Time of Consultations on Cabinet Confidences**

**7.1 Requests with Legal Services**

Number of Days	Fewer Than 100 Pages		101-500 Pages Processed		501-1000 Pages		1001-5000 Pages		More than 5000 Pages	
	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
365	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>

**7.2 Requests with Privy Council Office**

Number of Days	Fewer Than 100 Pages		101-500 Pages Processed		501-1000 Pages		1001-5000 Pages		More than 5000 Pages	
	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
365	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>

**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		\$2 620
Overtime		\$0
Goods and Services		\$2 248
• Professional services contracts	\$0	
• Other	\$2 248	
<b>Total</b>		<b>\$4 868</b>

**10.2 Human Resources**

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0,02
Part-time and casual employees	0,00
Regional staff	0,00
Consultants and agency personnel	0,00
Students	0,00
<b>Total</b>	<b>0,02</b>

**Note:** Enter values to two decimal places.