



Info Source

Sources of Federal Government and Employee Information

Canadian Commercial Corporation (CCC)

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Updated December 31, 2021



CCC's primary mandate is to facilitate international trade on behalf of Canadian industry, particularly with governments of foreign countries. The Corporation's International Prime Contractor Service involves the establishment of government-to-government contracts with foreign government buyers to provide goods and services available for export from Canada. CCC then enters into contracts with Canadian exporters to fulfill the requirements of these government-to-government contracts. The procurement and contracting services provided for the benefit of Canadian exporters allows them to access markets where risk, transparency and competitiveness require a government-to-government arrangement.

CCC offers its International Prime Contractor Service through three main business lines: (1) the DPSA Program focuses on sales to the U.S. DoD under the Canada-U.S. DPSA, (2) the International Commercial Business (ICB) Program focuses on the industrial sectors of aerospace, clean technology, construction and infrastructure, defence, and information technology and communication technology, and (3) the Cuba Program which focuses on sales to the agricultural and tourism sectors in Cuba.

CCC offers three additional services that support a number of public policy activities: (1) under the SME Program, CCC provides advisory and prime contracting services to small and medium-sized enterprises (SME), (2) the Sourcing Program provides procurement services to Government of Canada departments to fulfill the sourcing needs of international government assistance programs, and (3) the China Program administers 10 Canadian Trade Offices in China on behalf of Global Affairs Canada (GAC).

CCC's business model is focused on assisting Canadian companies to export globally and secure sales in key priority sectors. CCC classifies its International Prime Contracting Services by three main product lines.





Includes electronic and paper records related to CCC's diversification sector projects. Includes records related to selection of projects, feasibility studies, sales and/or transfers of items to foreign government buyers and organizations, selection of subcontractors, legal, financial, managerial and technical assessments of Canadian Suppliers, project selection criteria, environmental impact assessments (EIA), cost-sharing arrangements, and contract management. Includes records related to selection and distribution of marketing material, collection of supplier and buyer information and distribution of corporate publications.

Project proposals and supporting documentation, project agreements, memoranda of understanding, non-disclosure agreements, letters of agreement, service agreements, project completion reports, evaluation and status reports, supplier disclosure forms, contracts, financial statements, contract assignments, client letters and financial transactions records.



CCC manages a network of 10 Representative Offices in China on behalf of Global Affairs Canada (GAC) for the purposes of supporting the development of trade. In recognition of the expansive growth of China's second-tier cities, the Government of Canada approached CCC to help GAC establish and manage these ten Canadian Trade Offices currently located in Chengdu, Hangzhou, Nanjing, Qingdao, Shenyang, Shenzhen, Tianjin, Wuhan, Wi'an and Xiamen. The offices provide clients with access to experts who can help them better navigate and compete in the Chinese market, find qualified contacts and resolve problems.

Includes electronic and paper records related to the management, maintenance and operation of these ten Representative Offices in China. Also includes records related to providing clients with better access to experts who can better navigate and to compete in the Chinese trade market.

Includes records related to human resources and financial operations such as payroll services, accounting, reporting, and oversight. Records relating to decision support and advice, lease agreements, contracts and supporting documentation, project agreements, memoranda of understanding, non-disclosure agreements and letters of agreement.

CCC 005

CCC's SME Program offers services along a spectrum that starts with establishing connections

Internal services constitute groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are management and oversight services, communications services, legal services, human resources management services, financial management services, information management services, information technology services, real property services, materiel services, acquisition services, and travel and other administrative services. Internal services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

Acquisition services involve activities undertaken to acquire a good or service to fulfill a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- [Procurement and Contracting Class of Record](#)
 - [Professional Services Contracts Personal Information Bank](#)

Communications services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public—internal or external—receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- [Communications Class of Record](#)
 - [Internal Communications Personal Information Bank](#)
 - [Public Communications Personal Information Bank](#)

Financial management services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- [Financial Management Class of Record](#)
 - [Accounts Payable Personal Information Bank](#)
 - [Accounts Receivable Personal Information Bank](#)

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Human resources management services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies and plans.

- [Awards \(Pride and Recognition\) Class of Record](#)

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Information management services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- [Access to Information and Privacy Class of Record](#)
 - [Access to Information Act and Privacy Act Requests Personal Information Bank](#)
- [Information Management Class of Record](#)

Information technology services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- [Information Technology Class of Record](#)

Legal services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- [Legal Services Class of Record](#)

Management and oversight services involve activities undertaken for determining strategic direction and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies or plans.

- [Cooperation and Liaison Class of Record](#)
 - [Outreach Activities Personal Information Bank](#)
- [Executive Services Class of Record](#)
 - [Executive Correspondence Personal Information Bank](#)
- [Internal Audit and Evaluation Class of Record](#)
- [Planning and Reporting Class of Record](#)

In the course of conducting programs and activities, CCC may accumulate categories of personal information not used for administrative purposes. Such personal information may include the names, titles, and contact information of individuals representing foreign governments or third party organizations, correspondence, and general inquiries from the public. This personal information is not typically retrievable by personal identifiers. Rather, it is only retrievable by other information related to specific transactions or activities such as the names of exporters, countries, projects or contracts. Other information provided by or about individuals may also be found in corporate record holdings such as information services, and accounts payable. This class of personal information is retrievable only if the requester identifies, in sufficient detail, the subject of the information that they wish to access. The retention periods are controlled by the record schedules of the general subject files in which they are stored.

For additional information on how to file a request under the *Access to Information Act* or *Privacy Act*, how to request information outside the ATIP process, completed Access to Information summaries and privacy impact assessment summaries, please click [here](#).

In accordance with the *Access to Information Act* and *Privacy Act*, an area on the premises will be made available should you wish to review materials on site. The address is:

350 Albert Street, Suite 700
Ottawa, Ontario