

# Info Source

## Sources of Federal Government and Employee Information 2025

### Public Sector Pension Investment Board

#### Table of Contents

#### **General Information**

- Introduction to *Info Source*
- Context
- Responsibilities

#### **Institutional Programs and Activities**

- Institution-specific Content
- Internal Services

#### **Classes of Personal Information**

#### **Manuals**

#### **Additional Information**

## **General Information**

### **Introduction to *Info Source***

*Info Source* describes the programs and activities, and the information holdings related to programs and activities, of government institutions subject to the [Access to Information Act](#) to facilitate the right of access. It also provides individuals, including current and former employees of the Government of Canada, with relevant information to access personal information about themselves held by government institutions subject to the [Privacy Act](#) and to exercise their rights under the *Privacy Act*.

An [index of institutions](#) that are subject to the *Access to Information Act* and the *Privacy Act* is available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

### **Context**

Public Sector Pension Investment Board (“PSPIB”) is a Crown corporation established by Parliament by the *Public Sector Pension Investment Board Act* in 1999. PSPIB reports to Parliament through the President of the Treasury Board, who is responsible for PSPIB’s legislation.

The information in this Chapter applies to PSPIB and its relevant wholly-owned subsidiaries listed below (hereinafter collectively referred to as “PSP Investments”):

14602889 Canada Inc.	PSP Capital Inc.
3Net Indy Holdings Inc.	PSP FINCO Inc.
3Net Indy Investments Inc.	PSP FINCO LATAM INC.
7986386 Canada Inc.	PSP Investments Asia Limited
8599963 Canada Inc.	PSP Investments Canada Inc.
Argentia Private Investments Inc.	(Investissements PSP Canada Inc.)
AviAlliance Canada Inc.	PSP Investments Holding Europe Ltd
Belle Bay Private Investments Inc.	PSP Investments USA LLC
Blue & Gold Private Investments Inc.	PSP Public Credit I Inc.
Datura Private Investment Inc.	PSP Public Credit Opportunities Inc.
Galvaude Private Investment Inc.	PSP Public Markets Inc.
Indo-Infra Inc.	PSPIB Bromont Investments Inc.
Infra TM Investments Inc.	PSPIB CLUSTER INVESTMENTS INC.
Infra-PSP Canada Inc.	PSPIB Deep South Inc.
Infra-PSP Credit Inc.	PSPIB DevCol Inc.
Infra-PSP ECEF Inc.	PSPIB Emerald Inc.
Infra-PSP Partners Inc.	PSPIB G.P. Finance Inc.
Ivory Private Investments Inc.	PSPIB G.P. Inc.
Kings Island Private Investments Inc.	PSPIB G.P. Partners Inc.
Northern Fjord Holdings Inc.	PSPIB GIPP D1 Inc.
Port-aux-Choix Private Investments Inc.	PSPIB Golden Range Cattle II Inc.
Potton Holdings Inc.	PSPIB Golden Range Cattle Inc.

PSPIB Homes Inc.  
PSPIB Kentucky Investments Inc.  
PSPIB Lunar Investments Inc.  
PSPIB Mexico G.P. Inc.  
PSPIB Michigan G.P. Inc.  
PSPIB Orchid Inc.  
PSPIB Paisas Inc.  
PSPIB Pennsylvania Investments Inc.  
PSPIB Realty International Inc. (PSPIB  
Immobilier International Inc.)  
PSPIB REITCO I Inc.  
PSPIB SERVICES USA LLC  
PSPIB Stanley Investments Inc.  
PSPIB Steam Investments Inc.  
PSPIB THOR INVESTMENTS INC.  
PSPIB Unitas Investments II Inc.  
PSPIB Unitas Investments Inc.  
PSPIB Wexford Investments Inc.  
PSPIB-AI Investments Inc.  
PSPIB-Andes Inc.  
PSPIB-ARE CANADA INC.

PSPIB-ARE SERVICES INC.  
PSPIB-Condor Inc.  
PSPIB Eldorado Inc.  
PSPIB-ILS Investments Inc.  
PSPIB-LSF Inc.  
PSPIB-RE Finance Inc.  
PSPIB-RE FINANCE II INC.  
PSPIB-RE Finance Partners II Inc.  
PSPIB-RE Finance Partners Inc.  
PSPIB-RE Manchester Inc.  
PSPIB-RE Partners II Inc.  
PSPIB-RE Partners Inc.  
PSPIB-RE UK Inc.  
PSPIB-SDL Inc.  
PSPIB-Star Inc.  
Red Isle Private Investments Inc.  
Sooke Investments Inc.  
Trinity Bay Private Investments Inc.  
Vertuous Energy Canada Inc.  
VOP Investment Inc

## **Responsibilities**

PSP Investments manages the amounts transferred to it by the Government of Canada for the funding of benefits earned from April 1, 2000 by members of the public sector pension plans of the federal public service, the Canadian Forces, the Royal Canadian Mounted Police and, since March 1, 2007, the Reserve Force. In accordance with the *Public Sector Pension Investment Board Act*, PSP Investments' statutory mandate is to:

- Manage amounts that are transferred to it in the best interests of the contributors and beneficiaries under the acts related to the Plans.
- Invest its assets with a view to achieving a maximum rate of return, without undue risk of loss, having regard to the funding, policies and requirements of the Plans and the ability of the Plans to meet their financial obligations.

## **Institutional Programs and Activities**

### **INSTITUTION-SPECIFIC CONTENT**

#### **Investment Management**

The investment of assets with a view to achieving a maximum rate of return, without undue risk of loss, having regard to the funding, policies and requirements of the pension plans of the federal Public Service, the Royal Canadian Mounted Police, the Canadian Forces and the Reserve Force, and to the ability of the plans to meet their financial obligations.

**Title:** Investment Management

**Note:** Pending TBS approval

**Description:** Includes all documents and information supporting investment activities and associated risk analysis. It includes records related to portfolio construction, the review, selection, acquisition, management, and divestiture of investment assets, the selection and termination of investment managers, risk analysis and reporting, and the monitoring and evaluation of investment performance.

**Document Types:** Investment documentation, risk analysis reports, audit reports, correspondence, investment proposals, policy documents, due diligence, portfolio reviews and performance reports.

**Disclosure summaries:** No third-party disclosure has occurred.

**Record Number:** PSPIB IM 001

### Infrastructure Investments

Invests in and manages the portfolio of infrastructure assets. Invests directly and by creating strategic general partner investment relationships worldwide with a goal to make investments in private and public corporations to generate long-term value.

**Title:** Infrastructure Investments

**Note:** To be removed pending TBS approval

**Description:** Includes records on Infrastructure-related investment proposals, and portfolio management of Infrastructure investments in long-term capital facilities worldwide. This includes documents related to initial review of investment opportunities and decisions as to whether or not the investments benefit contributors and beneficiaries of the Plans. Also includes records related to negotiations and consultations with international firms, provision of advice, investor performance; and third party representations.

**Document Types:** Investment documentation, correspondence, investment proposals, due diligence.

**Record Number:** PSPIB Infra 001

### Policy Portfolio and Asset Liability Management

Advises Senior Management and the Board of Directors on the development and adoption of a Policy Portfolio designed to achieve an investment return at least equal to the actuarial rate of return over the long-term to assure the sustainability of the Plans and the relative stability of the funding requirements. This includes determining targeted long-term asset allocation, currency hedging and asset class inclusion as well as asset liability modelling.

**Title:** Policy Portfolio and Asset Liability Management

**Note:** To be removed pending TBS approval

**Description:** Includes records on investment strategy, investment analysis, economic analysis.

**Document Types:** Investment proposals, policy documents, investment documentation.

**Record Number:** PSPIB PPALM 001

## Private Equity

Invests in and manages the portfolio of Private Equity assets. Invests directly and by creating strategic general partner investment relationships worldwide with a goal to make investments in private and public corporations to generate long-term value.

**Title:** Private Equity

**Note:** To be removed pending TBS approval

**Description:** Includes records on Private Equity-related investment proposals and management documents on private and public corporation portfolios. This includes documents on initial review of investment opportunities and decisions as to whether or not the investments benefit contributors and beneficiaries of the Plans. Also includes records related to negotiations with international firms, provision of advice, investor performance; and third party representations.

**Document Types:** Investment documentation, correspondence, investment proposals, due diligence.

**Record Number:** PSPIB PE 001

## Public Market Investments

Develops and executes investment strategies in securities that trade on exchanges such as stocks, futures and options or on over-the-counter markets (i.e., bonds, currencies, swaps and forwards). This department has both beta (i.e. efficiently obtaining market exposure via indexed strategies) and alpha (i.e. adding value beyond its benchmarks) mandates.

**Title:** Public Market Investments

**Note:** To be removed pending TBS approval

**Description:** Includes records on Public Market-related investment proposals, and management of portfolios. This includes documents related to initial review of investment opportunities and decisions as to whether or not the investments benefit contributors and beneficiaries of the Plans. Also includes records related to negotiations with international firms, provision of advice, investor performance; and third party representations.

**Document Types:** Investment documentation, correspondence, investment proposals.

**Record Number:** PSPIB PM 001

## Real Estate Investments

Invests in and manages the portfolio of Real Estate assets in joint ventures, real estate funds or direct investments in office, retail, industrial, residential, seniors housing and hospitality properties in countries spread over five continents.

**Title:** Real Estate Investments

**Note:** To be removed pending TBS approval

**Description:** Includes records on Real Estate-related investment proposals, and portfolio management of investments in Real Estate. This includes documents related to initial review of investment opportunities and decisions as to whether or not the investments benefit contributors and beneficiaries of the Plans. Also

includes records related to negotiations and consultations with international firms, provision of advice, investor performance; and third party representations.

**Document Types:** Investment documentation, correspondence, investment proposals, due diligence.

**Record Number:** PSPIB RE 001

## Renewable Resources

Invests in and manages the portfolio of Renewable Resources assets (e.g., timberland and farmland). Invests directly and by creating strategic general partner investment relationships worldwide with a goal to generate long-term value.

**Title:** Renewable Resources

**Note:** To be removed pending TBS approval

**Description:** Includes records on Renewable Resources-related investment proposals and management documents, including documents on initial review of investment opportunities and decisions as to whether or not the investments benefit contributors and beneficiaries of the Plans. Also includes records related to negotiations with international firms, provision of advice, investor performance; and third party representations.

**Document Types:** Investment documentation, correspondence, investment proposals, due diligence.

**Record Number:** PSPIB RR 001

## Risk Management

Identifies, evaluates and manages the financial and non-financial risks of PSP Investments in the perspective of its responsibilities to act in the best interest of the contributors and beneficiaries of the Plans to maximize returns without undue risk of loss.

**Title:** Risk Management

**Note:** To be removed pending TBS approval

**Description:** Includes records on Risk Management-related to assessment, management and monitoring of PSP Investments' enterprise risks. Also includes Enterprise Risk Management Policy, Investment Risk Management Policy and Operational Risk Management Policy documents.

**Document Types:** Investment documentation, correspondence, investment proposals, due diligence, policy document, risk analysis documents.

**Record Number:** PSPIB RM 001

## INTERNAL SERVICES

Internal Services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of PSP Investments. Internal Services include only those activities and resources that apply across PSP Investments and not to those provided specifically to investment activities.

## Acquisition Services

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 (PRN 912)
  - [Professional Services Contracts](#) – Personal Information Bank (PSU 912)

## Communications Services

Communications Services involve activities undertaken to ensure that 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 relevant and pertinent information.

- [Communications](#) – Class of Record (PRN 939)
  - [Internal Communications](#) – Personal Information Bank (PSU 915)
  - [Public Communications](#) – Personal Information Bank (PSU 914)

## Financial Management

Financial Management Services involve activities undertaken to ensure the prudent use of PSP Investments resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- [Financial Management](#) – Class of Record (PRN 914)
  - [Accounts Payable](#) – Personal Information Bank (PSU 931)
  - [Accounts Receivable](#) – Personal Information Bank (PSU 932)

## Human Resources Management

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 comply with applicable laws, regulations, policies, and/or plans.

- [Awards \(Pride and Recognition\)](#) – Class of Record (PRN 940)
  - [Recognition Program](#) – Personal Information Bank (PSE 920)
- [Classification of Positions](#) – Class of Record (PRN 919)
  - [Staffing](#) – Personal Information Bank (PSE 902)
- [Compensation and Benefits](#) – Class of Record (PRN 941)
  - [Attendance and Leave](#) – Personal Information Bank (PSE 903)
  - [Pay and Benefits](#) – Personal Information Bank (PSE 904)
- [Employment Equity and Diversity](#) – Class of Record (PRN 942)
  - [Employment Equity and Diversity](#) – Personal Information Bank (PSE 918)

- [Hospitality](#) – Class of Record (PRN 933)
  - [Hospitality](#) – Personal Information Bank (PSU 908)
- [Human Resources Planning](#) – Class of Record (PRN 949)
  - [Human Resources Planning](#) – Personal Information Bank (PSU 935)
- [Labour Relations](#) – Class of Record (PRN 926)
  - [Canadian Human Rights Act - Complaints](#) – Personal Information Bank (PSU 933)
  - [Discipline](#) – Personal Information Bank – PSE 911)
  - [Harassment](#) – Personal Information Bank (PSE 919)
  - [Disclosure of Wrongdoing in the Workplace](#) – Personal Information Bank (PSU 906)
  - [Values and Ethics Code for the Public Sector and Organizational Code\(s\) of Conduct](#) – Personal Information Bank (PSE 915)
- [Occupational Health and Safety](#) – Class of Record (PRN 922)
  - [Employee Assistance](#) – Personal Information Bank (PSE 916)
  - [Harassment](#) – Personal Information Bank (PSE 919)
  - [Occupational Health and Safety](#) – Personal Information Bank (PSE 907)
- [Official Languages](#) – Class of Record (PRN 923)
  - [Official Languages](#) – Personal Information Bank (PSE 906)
- [Performance Management Reviews](#) - Class of Record (PRN 946)
  - [Discipline](#) – Personal Information Bank (PSE 911)
  - [Employee Performance Management Program](#) – Personal Information Bank (PSE 912)
- [Recruitment and Staffing](#) - Class of Record (PRN 920)
  - [Applications for Employment](#) – Personal Information Bank (PSU 911)
  - [Employee Personnel Record](#) – Personal Information Bank (PSE 901)
  - [Personnel Security Screening](#) – Personal Information Bank (PSU 917)
  - [Staffing](#) – Personal Information Bank (PSE 902)
  - [Values and Ethics Code for the Public Sector and Organizational Code\(s\) of Conduct](#) – Personal Information Bank (PSE 915)
- [Relocation](#) – Class of Record (PRN 936)
  - [Relocation](#) – Personal Information Bank (PSU 910)
- [Training and Development](#) - Class of Record (PRN 927)
  - [Training and Development](#) – Personal Information Bank (PSE 905)

## Information Management

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 (PRN 930)
  - [Access to Information Act and Privacy Act Requests](#) – Personal Information Bank (PSU 901)

## Information Technology

Information Technology Services involve activities undertaken to achieve efficient and effective use of information technology to support priorities and service delivery and to increase productivity.

- [Information Technology](#) – Class of Record (PRN 932)
  - [Electronic Network Monitoring Logs](#) – Personal Information Bank (PSU 905)

## Legal Services

Legal Services involve activities undertaken to enable the pursuit of priorities and objectives within a legally sound framework.

- [Legal Services](#) – Class of Record (PRN 902)

## Management and Oversight Services

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 comply with applicable laws, regulations, policies, and/or plans.

- [Cooperation and Liaison](#) – Class of Record (PRN 904)
  - [Outreach Activities](#) – Personal Information Bank (PSU 938)
- [Executive Services](#) – Class of Record (PRN 943)
  - [Executive Correspondence](#) – Personal Information Bank (PSU 902)
- [Internal Audit and Evaluation](#) – Class of Record (PRN 916)
  - [Internal Audit](#) – Personal Information Bank (PSU 941)
- [Planning and Reporting](#) – Class of Record (PRN 947)

## Material Services

Material Services involve activities undertaken to ensure that material can be managed in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of services.

- [Material Management](#) – Class of Record (PRN 945)

## Property Management

Property Management involves activities undertaken to ensure real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of services.

- [Real Property Management](#) – Class of Record (PRN 948)

## Travel and Other Administrative Services

Travel and Other Administrative Services include travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- [Administrative Services](#) - Class of Record (PRN 901)
  - [Parking](#) – Personal Information Bank (PSE 914)
- [Boards, Committees and Councils](#) – Class of Record (PRN 938)
  - [Governor in Council Appointments](#) – Personal Information Bank (PSU 918)
  - [Members of Boards, Committees and Councils](#) – Personal Information Bank (PSU 919)
- [Business Continuity Planning](#) – Class of Record (PRN 928)
  - [Business Continuity Planning](#) – Personal Information Bank (PSU 903)
- [Disclosure to Investigative Bodies](#) – Class of Record (PRN 937)
  - [Disclosure to Investigative Bodies](#) – Personal Information Bank (PSU 913)
- [Proactive Disclosure](#) – Class of Record (PRN 935)
  - [Hospitality](#) – Personal Information Bank (PSU 908)
  - [Travel](#) – Personal Information Bank (PSU 909)
- [Security](#) - Class of Record (PRN 931)
  - [Disclosure of Wrongdoing in the Workplace](#) – Personal Information PSU 906)
  - [Personnel Security Screening](#) – Personal Information Bank (PSU 917)
  - [Physical Access Controls](#) – Personal Information Bank (PSU 907)
  - [Security Incidents and Privacy Breaches](#) – Personal Information Bank (PSU 939)
- [Travel](#) – Class of Record (PRN 934)
  - [Travel](#) – Personal Information Bank (PSU 909)

## **Classes of Personal Information**

Classes of personal information describe personal information which is not used for administrative purposes (a decision-making process that directly affects the individual to whom the personal information pertains) nor is it intended to be retrievable by personal identifiers.

While conducting the activities of PSP Investments, categories of personal information may be accumulated which are not contained in specific information banks described in this chapter.

### **Unsolicited Communications**

Such information could include unsolicited opinions, enquiries, complaints, and general correspondence received from external organizations and individuals. The personal information contained in this class normally includes the name, and address of the individual; however, this form of personal information may exist in a fragmented form and may not always be retrievable by any personal identifier. The retention periods associated with these classes of personal information are consistent with the general subject files wherein they are stored.

### **Manuals**

For the purposes of *Info Source*, manuals are defined as instructions, handbooks or procedures used by employees to carry out institutional programs or activities that affect the general public. Manuals that meet this definition include:

- Access to Information Manual and Procedure
- Privacy Policy and Privacy Procedure

### **Additional Information**

For general information about making a request for access to information or personal information, see [Make an access to information or personal information request](#).

To make a request for information online, access the [Access to Information and Personal Information Online Request Service](#).

To make a request for information under the Access to Information Act or the Privacy Act by mail, mail your letter or completed [Access to Information Request Form](#) (Access to Information Act) or [Personal Information Request Form](#) (Privacy Act), along with any necessary documents (such as consent or the \$5 application fee for a request under the Access to Information Act), to the following address:

Senior Director, Enterprise Affairs Legal Lead and Privacy Officer  
1250 René-Lévesque Boulevard West, Suite 1400  
Montréal, Québec, Canada, H3B 5E9  
[ATIP@investpsp.ca](mailto:ATIP@investpsp.ca)

In accordance with the Access to Information Act and the Privacy Act, an area on the premises will be made available to review original materials on site if that is the applicant's preference (and it is practical to do so), or if it is not practical to create copies of the material.

Please note: Each request made to PSP Investments under the Access to Information Act must be accompanied by an application fee of \$5. For requests made online, this is

paid at the time of application via credit card. For requests made by mail, this should be paid by enclosing cheque or money order made payable to the Public Sector Pension Investment Board.

The Government of Canada encourages the release of information through requests outside of the formal request processes. To make an informal request, contact:

Access to Information and Privacy (ATIP) Office  
1250 René-Lévesque Boulevard West, Suite 1400  
Montréal, Québec, Canada, H3B 5E9  
[ATIP@investpsp.ca](mailto:ATIP@investpsp.ca)

You may also wish to search summaries of completed access to information requests for which PSP Investments has already provided responses [here](#), as this information may be more easily obtained.

PSP Investments conducts privacy impact assessments (PIAs) to ensure that privacy implications will be appropriately identified, assessed and resolved before a new or substantially modified program or activity involving personal information is implemented. Summaries of completed PIAs are available [here](#).