



January 27, 2023

Ms. Sue Lo
Administrator, Stewardship Ontario
1 St. Clair Ave. West, 7th Floor
Toronto, ON
M4V 1K6

Dear Ms. Lo,

RE: Approval of the Plan to secure data that may reside outside of the Enterprise Reporting System (SAP) operated by Stewardship Ontario's service provider (Condition #3 of the Blue Box Wind-Up Plan Approval)

I am writing to advise you and Stewardship Ontario (SO) that the Resource Productivity and Recovery Authority (the Authority) has approved SO's proposed Revised Plan to secure data that may reside outside of the Enterprise Reporting System (SAP) operated by SO's service provider (Revised Condition #3 Plan).

On December 16, 2020, the Authority's Board approved SO's Blue Box Program Wind-Up Plan with six conditions. The third condition read:

"Stewardship Ontario shall develop a plan to the satisfaction of Authority staff to ensure that data retained outside of the secure SAP system is only accessible to authorized individuals during transition and destroyed after transition or after the individual ceases their service to Stewardship Ontario. The plan shall be submitted to the Authority by May 31, 2021."

Authority staff acknowledge the delay in discharging Condition #3 was largely due to extenuating circumstances related to the acquisition and sale of SO's primary service provider first in July 2021 and again in September 2022. The steps that SO has taken since 2020 to further enhance the security of confidential information, however, have effectively mitigated the risks associated with Condition #3, including:

- An assessment of SO's service provider's processes and controls around access to steward data, municipal cost, performance, and operational information undertaken by the Cybersecurity Engineering advisory unit of BDO Canada LLP.
- The requirement for SO's service provider to implement the Interim Measures Plan, which aimed to limit the amount of confidential information that is stored outside of a secured system.
- The implementation of the Plan to Secure and Protect Confidential Information which clarified the use of protocols for granting and revoking staff access to confidential data.



- Revised Master Services Agreements between SO and its service providers with added provisions to enhance data protection and address potential or perceived conflict of interest.

On January 17, 2023, SO submitted the Revised Condition #3 Plan, which summarized the current state of measures to secure data that may reside outside of the enterprise reporting system. SO's revised plan includes an updated Use of Confidential Information & Non-Solicitation Policy, and the attestation and due diligence reporting plan to ensure compliance with the updated policy.

Authority staff deem the plan satisfactory in fulfilling the requirements of Condition #3.

SO may communicate the decision after the Authority publishes this decision letter on its website, which we anticipate later today. Redacted copies of the plan will be made available to third parties from SO or the Authority upon request.

On behalf of the Authority, I would like to express my appreciation for the diligence and cooperation of the SO management and staff in reaching this critical milestone in the transition of the Blue Box Program to Ontario's producer responsibility regulatory framework. We look forward to continuing the collaborative approach established between SO and the Authority in the successful implementation of the wind-up plan.

Sincerely,

Frank Denton
CEO, Resource Productivity and Recovery Authority

Cc:

Lyle Clarke, Stewardship Ontario Executive Director
Robert Poirier, RPRA Chair of the Board
Wilson Lee, RPRA Chief of Programs and Public Affairs
Barbora Grochalova, RPRA Senior Program Analyst, Blue Box Transition