

COPYRIGHT BOARD OF CANADA

**ANNUAL REPORT
PRIVACY ACT**

2015-16

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ANNUAL REPORT PRIVACY ACT FOR REPORTING PERIOD OF APRIL 1, 2015 TO MARCH 31, 2016

1. INTRODUCTION

In accordance with the provisions of section 72 of the *Privacy Act* (the “*Act*”), the Copyright Board of Canada has prepared its annual report on the administration of this *Act*.

The *Act* extends the present laws of Canada 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. It is based on the principles that the collection and use of personal information is essential to the performance of many federal government activities and programs. However, individuals have the right to a reasonable expectation of privacy, including a basic right to exercise control over their own personal information.

The Copyright Board of Canada is an economic regulatory body empowered to establish, either mandatorily or at the request of an interested party, the royalties to be paid for the use of copyrighted works, when the administration of such copyright is entrusted to a collective-administration society. The Board also has the right to supervise agreements between users and licensing bodies and issues licences when the copyright owner cannot be located.

2. ORGANIZATION OF PRIVACY ACTIVITIES

The administration of the *Act* is the responsibility of the Secretariat of the Board. All requests are received and processed by the Manager of Corporate Services who acts as the Access to Information and Privacy coordinator.

3. DELEGATION ORDER

A copy of the delegation order is included with this report.

4. STATISTICAL REPORT

The Board did not receive any request for personal information between April 1, 2015 and March 31, 2016. The Board incurred cost in the amount of \$2,600 for the administration of the *Act*.

5. TRAINING ACTIVITIES

The Access to Information and Privacy coordinator keeps abreast of new development through information communiques received on a regular basis from the Information and Privacy Policy Division of the Chief Information Officer Branch at Treasury Board. However, no formal training was undertaken by the personnel of the Copyright Board of Canada.

6. POLICIES, GUIDELINES AND PROCEDURES

The Board did not implement any new policies, guidelines and procedures during the reporting period.

7. COMPLAINTS

No complaint was filed with the Privacy Commissioner during the reporting period.

8. MONITORING OF THE TIME TO PROCESS A REQUEST

The Board has no request to monitor.

9. DATA SHARING ACTIVITIES

No material privacy breaches have occurred during the reporting period.

10. PRIVACY IMPACT ASSESSMENTS

The Board did not undertake any Privacy Impact Assessments.

11. PERSONAL INFORMATION DISCLOSURE

The Board did not disclose any personal information under paragraph 8(2)(m) of the *Act*.