



Military Grievances  
External Review Committee

Comité externe d'examen  
des griefs militaires

2018-2019

## Annual Report on the *Privacy Act*

Aussi disponible en français sous le titre : Rapport annuel 2018-2019 sur la *Loi sur la protection des renseignements personnels*

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# Report on the *Privacy Act*

## 1. Introduction

The *Privacy Act* gives Canadians the right to access personal information held by the government and protection of that information against unauthorized use and disclosure.

Ministers and heads of agencies are responsible for ensuring that their organizations comply with privacy legislation.

This report is prepared and tabled in Parliament in accordance with section 72 of the *Privacy Act*.

The raison d'être of the Military Grievances External Review Committee (the Committee) is to provide an independent and external review of military grievances. Section 29 of the *National Defence Act* (NDA) provides a statutory right for an officer or a non-commissioned member who has been aggrieved, to grieve a decision, an act or an omission in the administration of the affairs of the Canadian Armed Forces. The importance of this broad right cannot be overstated since it is, with certain narrow exceptions, the only formal complaint process available to Canadian Armed Forces members.

The Committee reviews military grievances referred to it and provides findings and recommendations (F&R) to the Chief of the Defence Staff (CDS) and the officer or non-commissioned member who submitted the grievance.

The Committee also has the obligation to deal with all matters before it as informally and expeditiously as the circumstances and the considerations of fairness permit.

## 2. Organizational Structure

The Access to Information and Privacy (ATIP) Office is part of the Strategic Planning and Security Services Division. The division has two employees who dedicate on average 5% of their time to fulfill the Committee's obligations under both the *Access to Information Act* and the *Privacy Act*.

The ATIP Coordinator, the Director General, Corporate Services and Chief Financial Officer, and the Director General, Operations and General Counsel have delegated authority to oversee the administration of the *Access to Information Act* and the *Privacy Act* within the Committee and to ensure compliance with the legislation.

A description of the classes of institutional records held by the Committee can be accessed online at <https://www.canada.ca/en/military-grievances-external-review/corporate/transparency/info-source-sources-federal-government-employee-information.html>. The Committee does not have any exempt banks.

In accordance with the *Access to Information Act*, members of the public may examine publications and other public documents governing the administration and operation of the Committee at:

Military Grievances External Review Committee  
60 Queen Street, 10<sup>th</sup> Floor  
Ottawa, Ontario K1P 5Y7

### 3. Delegation Order for the *Privacy Act*

The Canadian Forces Grievance Board was renamed to the Military Grievances External Review Committee by the *Act to amend the National Defence Act* and to make consequential amendments to other Acts, S.C. 2013, c., 24, s.11(1). A new delegation order was signed by the Chairperson to reflect the name change.

**Military Grievances External Review Committee**  
**Comité externe d'examen des griefs militaires**

**DELEGATION ORDER**

***PRIVACY ACT***

I, the undersigned, Chairperson and Chief Executive Officer of the Military Grievances External Review Committee, pursuant to Section 73 of the *Privacy Act*, hereby authorize the Director General, Corporate Services, the Director General, Operations and General Counsel, and the Access to Information and Privacy Coordinator, to exercise signing authorities or perform any of the Chairperson and Chief Executive Officer's powers, duties or function specified in the attached Schedule B.

Original signed by

---

Christine Guérette  
 Interim Chairperson and Chief Executive Officer  
 Military Grievances External Review Committee

Présidente et première dirigeante par intérim  
 Comité externe d'examen des griefs militaires

June 26, 2018 / le 26 juin 2018

**ARRÊTÉ AUTORISANT LA**  
**DÉLÉGATION DE POUVOIRS**

***LOI SUR LA PROTECTION DES***  
***RENSEIGNEMENTS PERSONNELS***

Je, soussignée, Présidente et première dirigeante du Comité externe d'examen des griefs militaires, autorise, en vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, la Directrice générale, Services corporatifs, la Directrice des opérations et Avocate générale ainsi que la Coordinatrice de l'accès à l'information et de la protection des renseignements personnels, à exercer au nom de la Présidente et première dirigeante les pouvoirs de signer, les attributions, les fonctions et les pouvoirs détaillés dans l'annexe B ci-jointe.

Original signé par

<b>Schedule B</b> <b>Military Grievances External Review Committee</b> <b>Delegation of powers, duties and functions delegated pursuant to section 73 of the <i>Privacy Act</i></b>				
Section	Description	Director General, Corporate Services	Director General, Operations and General Counsel	ATIP Coordinator
8(2)	Generally disclose personal information on the basis of the requirements in subsection 8(2)	X	X	
8(2)(e)	Disclose personal information on the written request of an investigative body	X	X	
8(2)(j)	Disclose personal information for research or statistical purposes	X	X	
8(2)(m)	Disclose personal information in the public interest or in the interest of the individual	X	X	
8(4)	Retain copy of 8(2)(e) requests and disclosed records			X
8(5)	Notify Privacy Commissioner in writing of disclosures under paragraph 8(2)(m)	X	X	
9(1)	Retain record of use			X
9(4)	Notify the Privacy Commissioner of consistent use of personal information and update index accordingly	X	X	X
10	Include personal information in personal information banks	X	X	X

<b>Schedule B</b>				
<b>Military Grievances External Review Committee</b>				
<b>Delegation of powers, duties and functions delegated pursuant to section 73 of the <i>Privacy Act</i></b>				
<b>Section</b>	<b>Description</b>	<b>Director General, Corporate Services</b>	<b>Director General, Operations and General Counsel</b>	<b>ATIP Coordinator</b>
<b>14</b>	Respond to request for access within 30 days; give access or give notice	<b>X</b>		<b>X</b>
<b>15</b>	Extend time limit for responding to request for access	<b>X</b>		<b>X</b>
<b>16</b>	Issue notice where access is refused	<b>X</b>	<b>X</b>	<b>X</b>
<b>17(2)(b)</b>	Decide whether to translate requested information	<b>X</b>		<b>X</b>
<b>17(3)(b)</b>	Decide whether to give access in an alternative format	<b>X</b>		<b>X</b>
<b>18(2)</b>	May refuse to disclose information contained in exempt bank	<b>X</b>	<b>X</b>	
<b>19(1)</b>	Shall refuse to disclose information obtained in confidence of another government	<b>X</b>	<b>X</b>	
<b>19(2)</b>	May disclose any information referred to in 19(1) if the other government consents to the disclosure or makes the information public	<b>X</b>	<b>X</b>	
<b>20</b>	May refuse to disclose information if injurious to the conduct of Federal-Provincial affairs	<b>X</b>	<b>X</b>	

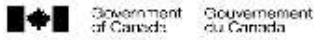


<b>Schedule B</b> <b>Military Grievances External Review Committee</b> <b>Delegation of powers, duties and functions delegated pursuant to section 73 of the <i>Privacy Act</i></b>				
Section	Description	Director General, Corporate Services	Director General, Operations and General Counsel	ATIP Coordinator
21	May refuse to disclose if injurious to international affairs and defence or preventing or suppressing subversive or hostile activities	X	X	
22	May refuse to disclose information prepared by an investigative body, information injurious to the enforcement of a law, or information injurious to the security of penal institutions	X	X	
23	May refuse to disclose information prepared by an investigative body for security clearances	X	X	
24	May refuse to disclose information collected by the Canadian Penitentiary Service, the National Parole Service, or the National Parole Board while individual was under sentence if conditions in section are met	X	X	
25	May refuse to disclose information which could reasonably threaten the safety of individuals	X	X	
26	May refuse to disclose information about another individual, and shall refuse to disclose such information where disclosure is prohibited under section 8	X	X	
27	May refuse to disclose information subject to solicitor-client privilege	X	X	X
28	May refuse to disclose information relating to the individual's physical or mental health where disclosure contrary to the best interest of the individual	X	X	

<b>Schedule B</b>				
<b>Military Grievances External Review Committee</b>				
<b>Delegation of powers, duties and functions delegated pursuant to section 73 of the <i>Privacy Act</i></b>				
<b>Section</b>	<b>Description</b>	<b>Director General, Corporate Services</b>	<b>Director General, Operations and General Counsel</b>	<b>ATIP Coordinator</b>
<b>31</b>	Receive notice of investigation by the Privacy Commissioner	<b>X</b>	<b>X</b>	
<b>33(2)</b>	Right to make representations to Privacy Commissioner in the course of investigation	<b>X</b>	<b>X</b>	
<b>35(1)</b>	Receive Privacy Commissioner's report of findings and recommendations and give notice of action taken	<b>X</b>	<b>X</b>	
<b>35(4)</b>	Give complainant access to information after 35(1)(b)	<b>X</b>	<b>X</b>	
<b>36(3)</b>	Receive Privacy Commissioner's report on findings and recommendations concerning the review of exempt information banks and, if appropriate, give notice to the Commissioner	<b>X</b>	<b>X</b>	
<b>37(3)</b>	Receive report of Privacy Commissioner's findings after compliance investigation	<b>X</b>	<b>X</b>	
<b>51(2)(b)</b>	Request that Section 51 hearing be held in the National Capital Region	<b>X</b>	<b>X</b>	
<b>51(3)</b>	Request and be given right to make representations <i>ex parte</i> in Section 51 hearings	<b>X</b>	<b>X</b>	
<b>69</b>	Deny information that is excluded in the <i>Act</i>	<b>X</b>	<b>X</b>	<b>X</b>

<p style="text-align: center;"><b>Schedule B</b></p> <p style="text-align: center;"><b>Military Grievances External Review Committee</b></p> <p style="text-align: center;">Delegation of powers, duties and functions delegated pursuant to section 73 of the <i>Privacy Act</i></p>				
Section	Description	Director General, Corporate Services	Director General, Operations and General Counsel	ATIP Coordinator
72(1)	Prepare Annual Report to Parliament			X
77	Responsibilities conferred on the head of the institution by the Regulations made under section 77 which are not included in the above	X	X	X

## 4. Statistical Report on the *Privacy Act*



### Statistical Report on the *Privacy Act*

Name of institution: Military Grievances External Review Committee

Reporting period: 2018-04-01 to 2019-03-31

#### 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>	<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>

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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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>	<b>0</b>	<b>0</b>	<b>0</b>

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>	<b>0</b>	<b>0</b>	<b>0</b>

**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>	<b>0</b>

**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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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 Requests							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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							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>	<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 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
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
More than 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 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
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
More than 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		\$0
Overtime		\$0
Goods and Services		\$2,206
- Professional services contracts	\$2,206	
- Other	\$0	
<b>Total</b>		<b>\$2,206</b>

**10.2 Human Resources**

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.05
Part-time and casual employees	0.05
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.10</b>

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

## Highlights of the Statistical Report 2018-2019

During the reporting period of April 1, 2018, to March 31, 2019, the Military Grievances External Review Committee did not receive any requests under the *Privacy Act*.

In recent years, the number of requests made under the *Privacy Act* has varied; over the last seven fiscal years, requests have occurred in the following numbers: 2011-2012 (11); 2012-2013 (8); 2013-2014 (4) and 2014-2015 (1), 2015-2016 (0), 2016-2017 (3), 2017-2018 (0), and 2018-2019 (0).

## Disposition of Completed Requests

In 2018-2019, the Committee received no privacy requests, thus there was no disposition.

## Exemptions Invoked

In 2018-2019, the Committee received no privacy requests, thus no exemptions were invoked.

Privacy Act	
Section	Number of requests
22.4 National Security and Intelligence Committee	0
27.1 Patent or Trademark privilege	0

## Exclusions Cited

In 2018-2019, the Committee received no privacy requests, thus no exclusions were cited.

## Complexity

In 2018-2019, the Committee received no privacy requests.

## Consultations Received from Other Institutions and Organizations

During 2018-2019, the Committee received no consultation requests from other Government of Canada institutions or from other institutions and organizations.

## Costs

During 2018-2019, \$0 in salary costs and \$2,206 in goods and services were incurred to administer the *Privacy Act*.

## 5. Training

As part of the Committee's Access to Information and Privacy Awareness Plan, emails are sent to staff on a regular basis to share points of interest and information relating to ATIP.

## **6. Policies, Guidelines, Procedures, and Initiatives**

During the reporting period, the Committee did not implement any new institution-specific policies, guidelines, procedures, or initiatives related to privacy.

## **7. Summary of Key Issues and Actions Taken on Complaints or Audits**

Over the period covered by this report, no complaint against the Committee was submitted to the Privacy Commissioner under the *Privacy Act* nor was any audit undertaken.

## **8. Monitoring Compliance**

As a means to monitor the time required to process requests under both acts (*Access to Information Act* and *Privacy Act*), the ATIP Office reports delays on its activities to the Director General, Corporate Services. For the period covered by this report, the Committee received no privacy requests.

## **9. Material Privacy Breaches**

During the reporting period, the Committee did not incur any privacy breach.

## **10. Privacy Impact Assessments**

No Privacy Impact Assessment was conducted during the reporting period.

## **11. Public Interest Disclosures**

Paragraph 8(2)(m) allows the disclosure of personal information when the public interest clearly outweighs any invasion of privacy that could result from the disclosure or when the disclosure would benefit the individual to whom the information relates. There were no disclosures pursuant to paragraph 8(2)(m) for the 2018-2019 period.