

2019–2020 ANNUAL REPORT

*PRIVACY ACT*



## 1. INTRODUCTION

The *Privacy Act* (the “Act”) gives Canadian citizens as well as individuals and corporations present in Canada the right to access records under the control of federal government institutions, subject to limited and specific exceptions. The Act is intended to complement existing procedures for access to government information and not to limit in any way information that is normally available to the public.

Section 72 of the Act requires the head of every federal government institution to submit a report to Parliament on the administration of the Act at their institution each fiscal year.

This report was prepared pursuant to section 72 of the Act and describes how the National Film Board of Canada (the “NFB”) administered the *Privacy Act* in fiscal year 2019–2020.

The NFB’s mandate is to produce and distribute distinctive, culturally diverse, challenging and relevant audiovisual works that provide Canada and the world with a unique Canadian perspective.

## 2. ADMINISTRATION OF THE ACT

In accordance with section 73 of the Act, the Minister of Canadian Heritage appoints the following individuals to administer the *Privacy Act*.

- The Government Film Commissioner;
- The Director General, Institutional, Legal and Human Resources Services;
- The Privacy Coordinator;
- The Legal Counsel.

The NFB has no official entity tasked with processing access to personal information requests. The requests are forwarded to the Privacy Coordinator, who is part of the Business Affairs and Legal Services department.

The Privacy Coordinator is also responsible for coordination pursuant to the *Access to Information Act*.

The NFB was not party to any service agreement under section 73.1 of the Act during the period covered by this report.

### **3. DELEGATION ORDER**

A copy of the Delegation Order is attached as Appendix A.

### **4. 2019-2020 PERFORMANCE**

A copy of the 2019–2020 statistical report is attached as Appendix B.

#### **Percentage of requests responded to within legislated timelines**

From April 1, 2019, to March 31, 2020, the NFB did not process any requests under the Act.

#### **Multi-year trends**

During the three years preceding the period covered by this report, the number of requests received annually by the NFB varied between 1 and 2. These requests were fully processed during the year in which they were received. The exemptions invoked in these requests are limited to sections 26 and 27 of the Act.

#### **Consultations**

In 2019–2020, the NFB did not receive any consultation requests from other Government of Canada institutions or organizations.

#### **Impact of COVID-19-related measures on the NFB's ability to fulfill the responsibilities imposed by the Act**

Since no requests under the Act were processed by the NFB during the period covered by this report, the impact of COVID-19-related measures on the processing of requests remains hypothetical. As for the ability to provide privacy advice, it has not been affected by measures related to COVID-19.

### **5. TRAINING AND AWARENESS**

All new NFB employees are required to take the online course “Access to Information and Privacy (ATIP)” I015, from the Canada School of Public Service.

**6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES**

No new or revised organizational policies or procedures pursuant to the administration of the Act were implemented during the reporting period.

**7. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS**

The NFB was not the subject of any audit, investigation or complaint to the Office of the Privacy Commissioner of Canada during the period covered by this report.

**8. MONITORING COMPLIANCE**

No tracking of the time required to process access to information requests was conducted during the period covered by this report.

**9. MATERIAL PRIVACY BREACHES**

No material privacy breaches occurred during the reporting period.

**10. PRIVACY IMPACT ASSESSMENTS**

The NFB did not conduct any Privacy Impact Assessments during the period of this report.

**11. PUBLIC INTEREST DISCLOSURES**

No personal information was disclosed in compliance with clause 8(2)m) of the Act.

Report submitted on August 13, 2020.

**NATIONAL FILM BOARD OF CANADA**

By:   
\_\_\_\_\_  
**Claude Joli-Coeur**  
Government Film Commissioner and Chairperson

APPENDIX A

DELEGATION ORDER

*PRIVACY ACT*

Office national du film du Canada  
National Film Board of Canada

Arrêté de délégation en vertu de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*

*Access to Information Act and Privacy Act*  
Delegation Order

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, la ministre du Patrimoine canadien délègue aux titulaires des postes mentionnés ci-dessous, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont elle est, en qualité de responsable de l'Office national du film du Canada, investie par les dispositions de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels* ainsi que de leurs règlements. Le présent document remplace et annule tout arrêté antérieur.

The Minister of Canadian Heritage, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out below, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as the head of the National Film Board of Canada, under the provisions of the *Access to Information Act* and the *Privacy Act* and related regulations. This designation replaces all previous delegation orders.

Postes

1. Commissaire du gouvernement à la cinématographie — Autorité absolue
2. Directeur général, services institutionnels, services juridiques et ressources humaines – Autorité absolue
3. Coordonnateur de l'accès à l'information et de la protection des renseignements personnels — Autorité absolue
4. Conseiller juridique - Autorité absolue

Positions

1. Government Film Commissioner— Full authority
2. Director General, Institutional, Legal and Human Resources Services – Full authority
3. Access to Information and Privacy Coordinator—Full authority
4. Legal Counsel – Full authority

Daté, en la ville de GATINEAU  
ce \_\_\_\_\_ jour de

22 \_\_\_\_\_  
2017

  
L'honorable Mélanie Joly  
Ministre du Patrimoine canadien

Dated, at the City of GATINEAU, this

22nd day of  
June, 2017

  
The Honourable Mélanie Joly  
Minister of Canadian Heritage

**APPENDIX B**

**2019–2020 STATISTICAL REPORT**

***PRIVACY ACT***

## Statistical Report on the Privacy Act

Name of institution: National Film Board of Canada

Reporting period: 2019-04-01 to 2020-03-31

### Section 1: Requests Under the Privacy Act

#### 1.1 Number of requests

	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

### Section 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>

TBS/SCT 350-63

#### 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	27,1	0
21	0	22,3	0	28	0
		22,4	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**

Paper	Electronic	Other
0	0	0

**2.5 Complexity**

**2.5.1 Relevant pages processed and disclosed**

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

**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 Closed requests**

**2.6.1 Number of requests closed within legislated timelines**

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0





**Section 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>	0	0	0	0	0	0	0	0	0	0

**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>	0	0	0	0	0	0	0	0	0	0

**Section 8: Complaints and Investigations Notices Received**

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

**Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)**

**9.1 Privacy Impact Assessments**

Number of PIA(s) completed	0
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**9.2 Personal Information Banks**

Personal Information Banks	Active	Created	Terminated	Modified
	3	0	0	0

**Section 10: Material Privacy Breaches**

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

**Section 11: Resources Related to the *Privacy Act*****11.1 Costs**

Expenditures		Amount
Salaries		\$21 747
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$21 747</b>

**11.2 Human Resources**

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0,30
Part-time and casual employees	0,00
Regional staff	0,00
Consultants and agency personnel	0,00
Students	0,00
<b>Total</b>	<b>0,30</b>

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