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)" 1015, 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

Vandy Im. Com Bv:

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

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 cidessous, 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.

Postes

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

Daté, en la ville de GATINEAU се jour de

L'honorable Mélanie Joly Ministre du Patrimoine canadien

Access to Information Act and Privacy Act Delegation Order

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.

Positions

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

Dated, at the City of GATINERO, this 👃 day of

The Honourable Mélanie Joly Minister of Canadian Heritage

APPENDIX B

2019-2020 STATISTICAL REPORT

PRIVACY ACT

Government Gouvernement du Canada

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
Total	0
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

Dispesition of		Completion Time							
Disposition of Requests	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days		181 to 365 Days	Than 365	Total	
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	
Total	0	0	0	0	0	0	0	0	

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

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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	Number of Pages	
Processed	Disclosed	Number of Requests
0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

	Less Tha Pages Pro		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
Disposition	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
Total	0	0	0	0	0	0	0	0	0	0

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
Total	0	0	0	0	0

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

2.7 Deemed refusals

2.7.1 Reasons for not meeting legislated timelines

	Principal Reason				
Number of Requests Closed Past the Legislated Timelines	Interference with Operations / Workload	External Consultation	Internal Consultation	Other	
0	0	0	0	0	

2.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timelines 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
Total	0	0	0

2.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 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

Section 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

	15(a	a)(i) Interference	with operations	6	15 (a)(ii) (Consultati	on	
Number of								
requests	Further review				Cabinet			15(b)
where an	required to				Confidence			Translation
extension	determine	Large volume of	Large volume of	Documents are	Section (Section			purposes or
was taken	exemptions	pages	requests	difficult to obtain	70)	External	Internal	conversion
0	0	0	0	0	0	0	0	0

5.2 Length of extensions

	15(a)(i) Interference	with operations	3	15 (a)(ii) (Consultati	on	
Length of Extensions	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	15(b) Translation purposes or conversion
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater								0
Total	0	0	0	0	0	0	0	0

Section 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
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over to the next reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other Government of Canada institutions

	Num	ber of Da	ays Requ	ired to C	omplete	Consulta		uests
Recommendation	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	Total
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
Total	0	0	0	0	0	0	0	0

6.3 Recommendations and completion time for consultations received from other organizations

	Number of days required to complete consultation requests						ests	
Recommendation	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	Total
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
Total	0	0	0	0	0	0	0	0

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

	Fewer Than 1 Proces	•		0 Pages essed		1000 rocessed		-5000 rocessed		nan 5000 rocessed
Number of Days	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
Total	0	0	0	0	0	0	0	0	0	0

7.2 Requests with Privy Council Office

	Fewer Than 1 Proces			0 Pages essed		1000 rocessed		-5000 rocessed		an 5000 rocessed
Number of Days	Number of Requests	Pages Disclosed	of Requests	Pages Disclosed	of Requests	Pages Disclosed	of Requests	Pages Disclosed	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
Total	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

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	
Total		\$21 747

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
Total	0,30

Note: Enter values to two decimal places.