



CANADIAN MUSEUM OF NATURE ANNUAL REPORT

ADMINISTRATION OF THE *PRIVACY ACT*

April 1, 2019 to March 31, 2020

Margaret Louise Beckel
President and CEO

**ANNUAL REPORT
PRIVACY ACT
APRIL 1, 2019 TO MARCH 31, 2020**

1. INTRODUCTION

The *Privacy Act* provides Canadian citizens with the right to access personal information held by the government and protection of that information against unauthorized use and disclosure. This right is subject to exceptions specified in the *Act*. Also, decisions made by federal institutions on the use and disclosure of personal information are subject to independent review by the Privacy Commissioner of Canada as well as by the Federal Court.

The Canadian Museum of Nature's (CMN) *Privacy Act* Annual Report has been prepared and will be tabled in Parliament according to the section 72 of the *Privacy Act*.

The Canadian Museum of Nature (CMN), a Schedule III Crown Corporation, was established in 1990 by the *Museums Act* and reports to Parliament through the Minister of Canadian Heritage and Official Languages. The Board of Trustees is responsible for setting the strategic direction of the Corporation. The President and Chief Executive Officer is responsible for the day to day operations of the Corporation.

The mandate of the Canadian Museum of Nature, as embodied in the *Museums Act* (1990), is:

“To increase, throughout Canada and internationally, interest in, knowledge of and appreciation and respect for the natural world by establishing, maintaining and developing for research and posterity, a collection of natural history objects, with special but not exclusive reference to Canada, and by demonstrating the natural world, the knowledge derived from it and the understanding it represents.”

The CMN's major programmes and activities include:

Public Education Programme:

The Museum develops and maintains exhibitions, programmes, the nature.ca website, electronic and print publications, and activities to foster an understanding of, and respect for, nature.

Collections Management:

The Museum develops, preserve and makes accessible collections of natural history specimens, objects and information to meet the growing needs of the public and private sectors for research, education and informed decision-making about the natural world.

Research:

The Museum studies the past and helps Canadians prepare for the future by conducting systematics research and applied research, and by developing and maintaining networks and linkages with Canadian and international science communities.

Internal Services:

The Museum develops and implements policies, processes and an accountability structure to oversee the fulfillment of its mandate, including governance, strategic direction, corporate services, monitoring of corporate performance, reporting to Parliament and revenue-generating activities.

Accommodation:

The Museum provides secure and functional facilities that meet all safety and building-code requirements. Among these facilities is the renovated Victoria Memorial Museum Building that furthers the vision and mandate of the Museum.

2. ORGANIZATIONAL STRUCTURE

The President of the Canadian Museum of Nature, as designated head of the Museum under the *Privacy Act*, personally exercises the powers entrusted to the position by the *Act*. The President has delegated power for specific sections of the *Act* to the Corporate Services Vice President and to the Access to Information and Privacy Co-ordinator.

3. DELEGATION ORDER

The Canadian Museum of Nature's *Privacy Act* Delegation Order is attached as Appendix A.

4. PERFORMANCE 2019-2020

The Museum received one (1) request under the *Privacy Act* in 2019-2020. This request required an extension due to the volume of records requiring review and redaction. In total, the request took over four months to complete.

A copy of the Statistical Report on the Administration of the *Privacy Act* 2019-2020 is attached as Appendix B.

Below is a table indicating the number of requests received, completed, and carried over in the previous 3 years:

YEAR	# REQUESTS	COMPLETED	CARRIED OVER
2019-20	1	1	0
2018-19	0	n/a	n/a
2017-18	0	n/a	n/a

The Museum received no consultations requests from other departments.

Due to COVID-19, the Canadian Museum of Nature closed its doors to the public on March 14, 2020. The Business Continuity Plan was immediately implemented and although the Plan does not declare ATIP as an essential service, we endeavor to process any requests received within in the regulated timelines.

5. TRAINING AND AWARENESS

The Canadian Museum of Nature's *Records and Information Management Policy* defines the roles and the responsibilities of Museum employees regarding records management and the implementation of the *Privacy Act*. The ATIP Coordinator provided periodic one-on-one advice and guidance as required to CMN staff and Senior management on Privacy.

Privacy awareness sessions were conducted with all staff from October 2019 to January 2020. These sessions were conducted by a privacy expert and provided information and awareness of the laws and policies affecting privacy, staff obligations under the *Privacy Act*, staff obligations with respect to information retention, and training on the Museum's process for responding to requests.

6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

No changes were made to the Canadian Museum of Nature's Privacy related policies.

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

Of the one *Privacy Act* request we received during the reporting period, the Privacy Act Compliance Directorate at the Office of the Privacy Commissioner of Canada received a complaint submission from an individual who alleged that our institution contravened the section 14 of the Privacy Act in its processing of their request for access to personal information made under the Act. The matter was resolved and the file was closed.

8. MONITORING COMPLIANCE

During the reporting period, regular briefings were provided to the President and CEO and the VP, Corporate Services on the status of the request. This included a weekly review of the material under review with the VP Corporate Services and status of expected completion.

9. MATERIAL PRIVACY BREACHES

The Museum did not sustain any privacy breaches during the reporting period.

10. PRIVACY IMPACT ASSESSMENTS

The Museum did not conduct any PIAs during the reporting period.

11. PUBLIC INTEREST DISCLOSURES

During the reporting period, the Canadian Museum of Nature did not report any disclosure of personal information pursuant to section 8(2)(m)(i) of the *Privacy Act* to the Privacy Commissioner.

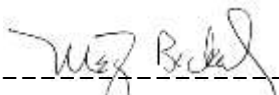
APPENDIX A

Canadian Museum of Nature

Privacy Act Delegation Order

CANADIAN MUSEUM OF NATURE
PRIVACY ACT
DELEGATION ORDER

SECTIONS OF ACT	POWERS, DUTIES OR FUNCTIONS	RESPONSIBLE POSITION
73,77	All powers, duties or functions of the Head of the Institution	President
7 (a)	Notice where access required	ATIP Co-ordinator
8 (1)	Transfer to-from institution	ATIP Co-ordinator
9	Extension of time limits	V.P. Corporate Services
11 (2)(3)(4)(6)	Payment or waiver of fees	V.P. Corporate Services
11 (5)	Notice of fees assessed	ATIP Co-ordinator
12 (2)(3)	Language – alternate format of access	V.P. Corporate Services
13 through 24	Apply exemptions	ATIP Co-ordinator
25	Severance	ATIP Co-ordinator
26	Information to be published	V.P. Corporate Services
27 (1)(4)	Third party notification	ATIP Co-ordinator
28 (1)(2)(4)	Apply third party procedures	ATIP Co-ordinator
29 (1)	Disclosure on recommendations of Information Commissioner	V.P. Corporate Services
33	Advise Information Commissioner of third party involvement	ATIP Co-ordinator
35 (2)	Right to make representations	V.P. Corporate Services
37 (4)	Access to be given to complainant	V.P. Corporate Services
43 (1)	Notice to third party (application to Federal Court for review)	V.P. Corporate Services
44 (2)	Notice to applicant (application to Federal Court by third party)	V.P. Corporate Services
52 (2)(3)	Special rule for hearings	V.P. Corporate Services
69	Excluded information	ATIP Co-ordinator
71 (2)	Exempt information severed from manuals	ATIP Co-ordinator
72	Prepare annual report	ATIP Co-ordinator



 Meg Beckel, President and CEO

July 24, 2020

 Date

APPENDIX B

Canadian Museum of Nature

Statistical Report of the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: Canadian Museum of Nature

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	1
Outstanding from previous reporting period	0
Total	1
Closed during reporting period	1
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	1	0	0	1
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	1	0	0	1

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	1
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	1	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	5001	1

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	1	5001
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	1	5001

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

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
1	1	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	1	1
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	1	1

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

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	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	
1	0	1	0	0	0	0	0	0

5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	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	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	1	0	0	0	0	0	0
31 days or greater								0
Total	0	1	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

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
1	0	0	0	1

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
	0	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	\$3,500

Overtime		\$0
Goods and Services		\$17,261
• Professional services contracts	\$17,261	
• Other	\$0	
Total		\$20,761

11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.02
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.02

Note: Enter values to two decimal places.