



## **CANADIAN MUSEUM OF NATURE ANNUAL REPORT**

### **ADMINISTRATION OF THE *PRIVACY ACT***

April 1, 2020 to March 31, 2021

Margaret Louise Beckel  
President and CEO

**ANNUAL REPORT  
PRIVACY ACT  
APRIL 1, 2020 TO MARCH 31, 2021**

**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 systematic 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 Coordinator.

## 3. DELEGATION ORDER

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

## 4. PERFORMANCE 2020-2021

The Museum received one (1) request under the *Privacy Act* in 2020-2021. This request required an extension due to the volume of records requiring review and redaction. This request was carried over into the next reporting period.

- Percentage of requests responded to within legislated timelines: 0
- Number of requests, broken down by completion times:
  - Within 1-30 days: 0
  - Within 30-60 days: 0
  - Percentage of requests for which records were "all disclosed": 0
  - percentage for which records were "disclosed in part": 0

A copy of the Statistical Report on the Administration of the *Privacy Act* 2020-2021 is attached as Appendix B.

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

<b>YEAR</b>	<b># REQUESTS</b>	<b>COMPLETED</b>	<b>CARRIED OVER</b>
2020-21	1	0	1
2019-20	1	1	0
2018-19	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 three times since March 2020, and currently remains closed. 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.

Due to COVID-19, we were unable to conduct any privacy awareness sessions with all staff. Once we are able to safely conduct training sessions we will engage a privacy expert to provide 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, PRODEDURES AND INITATIVES**

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**

As of March 31, 2021, the Canadian Museum of Nature had no complaints against it under the *Privacy Act*.

## **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 completed one PIA during the reporting period:

**Ceridian** - Ceridian's Dayforce application is a software cloud-based platform that includes various employment processes such as payroll, tax filing, human resource information system (HRIS), workforce management, employee self-serve and benefits administration. The end-to-end cloud solution offers multiple services in a single application, helping automate and streamline HR related activities without the need to rely on disparate software systems or manual workarounds.

As this PIA was for an internal program rather than public, the PIA summary will not be posted on our website.

## **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.

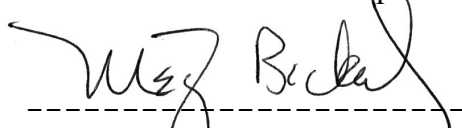
# **APPENDIX A**

Canadian Museum of Nature

*Privacy Act* Delegation Order

**CANADIAN MUSEUM OF NATURE**  
**PRIVACY ACT**  
**DELEGATION ORDER**

<b>SECTIONS OF ACT</b>	<b>POWERS, DUTIES OR FUNCTIONS</b>	<b>RESPONSIBLE POSITION</b>
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

  
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 Meg Beckel, President and CEO

July 2, 2021

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 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: 4/1/2020 to 3/31/2021

### 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
<b>Total</b>	1
Closed during reporting period	0
Carried over to next reporting period	1

### 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>	0	0	0	0	0	0	0	0

## 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>	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
<b>Total</b>	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
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
<b>Total</b>	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	0	0	0	0	0	0	0
31 days or greater								0
<b>Total</b>	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
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over to the next reporting period	0	0	0	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	1
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**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	\$0
• Professional services contracts	\$0
• Other	\$0
<b>Total</b>	<b>\$3,500</b>

**11.2 Human Resources**

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.020
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>0.020</b>

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