



## **ANNUAL REPORT**

**on the**

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

**APRIL 1, 2020 TO MARCH 31, 2021**

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## 1. INTRODUCTION

This report is prepared in accordance with section 72 of the *Privacy Act* and is tabled in Parliament by the Minister of Canadian Heritage in accordance with the aforementioned section. It describes how Ingenium – Canada’s Museums of Science and Innovation fulfilled its responsibilities under the *Privacy Act* during the fiscal year beginning April 1, 2020 and ending March 31, 2021.

The *Privacy Act* provides citizens with the legislated right to access personal information held by the government, subject to certain limitations and specific exemptions, and protection of that information against unauthorized use and disclosure.

Ingenium was established as an autonomous Crown Corporation on July 1, 1990, with the passage of the *Museums Act*. The mandate of the Corporation as stated in the Act is:

*To foster scientific and technological literacy throughout Canada by establishing, maintaining and developing a collection of scientific and technological objects, with special but not exclusive reference to Canada, and by demonstrating the products and processes of science and technology and their economic, social and cultural relationships with society.*

Most information collected by Ingenium concerns classes of individuals and are not individually identifiable. Therefore, most applications for information fall under the *Access to Information Act* and not under the *Privacy Act*. Nearly all inquiries about individuals are by employees of Ingenium. Most of those requests are handled on an informal basis in keeping with the spirit of the Act. Statistics are not maintained on the number of informal requests.

## 2. ORGANIZATIONAL STRUCTURE

The Corporate Secretariat of Ingenium – Canada’s Museums of Science and Innovation administers the provisions of the *Privacy Act* and the *Access to Information Act* on behalf of Ingenium and is accountable to the President and CEO of Ingenium. The Corporate Secretariat is responsible for the following activities:

- processing all requests made under the Acts;
- developing policies, guidelines and procedures with respect to fulfilling the Corporation’s legislative requirements of both Acts;
- promoting awareness of both Acts, delivering training, and providing advice and guidance to ensure that employees and management understand their roles and responsibilities;
- monitoring compliance with both Acts;
- completing Privacy Impact Assessments (PIAs);
- coordinating reporting on privacy breaches;
- uploading statistical reports;
- preparing annual reports for tabling; and,
- updating the Ingenium *Info Source* chapter annually.

Administrative procedures have been established for ensuring the protection of personal information and the proper direction of requests. Personal information holdings related to employees of Ingenium, and which serve the Human Resources Division, are maintained in a physically secure environment. Those records are managed in accordance with good records management principles and practices, and retention and disposal schedules are applied in accordance with Library and Archives Canada's direction and the *Privacy Act*.

Access to employee information files is available only to Personnel Officers who have a "need-to-know" requirement as part of their duties. To gain access, employees must request access through those officers.

Ingenium was not party to any service agreements under section 73.1 of the *Privacy Act* during the reporting period

### **3. DELEGATION OF AUTHORITY**

The President and CEO of Ingenium – Canada's Museums of Science and Innovation, as designated Head of the Corporation under the *Privacy Act*, personally exercises powers entrusted to the position by the Act, such as exemptions and exclusions.

The Corporate Secretary serves as the Privacy Coordinator for Ingenium. As such, the administration and implementation of the *Privacy Act* requirements fall under the Corporate Secretary (See Appendix A - Delegation Order).

### **4. HIGHLIGHTS OF THE STATISTICAL REPORT**

#### **a. Formal Requests**

Ingenium received no requests during this reporting period. (See Appendix B - Statistical Report).

Since 2013-2014, the Corporation has only received three (3) requests made in accordance with the *Privacy Act*. Requests made to the Ingenium for information under the *Privacy Act* are not common and there are no significant trends to report.

#### **b. Consultation Requests**

Ingenium did not receive any requests for consultations from other departments during the reporting period.

#### **c. Costs**

During 2020–2021, the Access to Information and Privacy Office incurred \$5,662 in salary costs and \$1,350 in professional services contracts to administer the *Privacy Act*.

#### **d. Impact of COVID-19**

COVID-19 has had a limited impact on the Corporation's ability to fulfil its responsibilities under the *Privacy Act* because the Corporation did not have any active requests nor did it receive any requests during fiscal year 2020-2021.

In order to ensure continuation of operations, the Corporation implemented IT measures to ensure staff

could telework effectively and increased network security. The majority of staff – including the Corporate Secretariat – retained access to the corporate network and databases. Processes and procedures relating to the protection of personal information remain in effect. No new programs or projects using personal information have been created.

The Corporation is able to receive and process new requests, but may experience some delays due to reduced access to physical files stored on-site.

## **5. TRAINING ACTIVITIES**

Over the reporting period, two training/awareness activities were formally undertaken.

An external consultant provided both a specialized ATIP training session for information management and ATIP staff, and a general ATIP training session to key personnel in divisions that handle significant amounts of personal information.

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

Ingenium did not implement any new policies, guidelines and/or procedures related to privacy during the reporting period.

## **7. COMPLAINTS AND INVESTIGATIONS**

Ingenium did not receive any complaints and/or investigations during the reporting period.

## **8. MONITORING PROCESS**

The ATIP Office monitors the time to process requests and administer the *Privacy Act* through weekly verbal status reports. Any issues of significant interest are discussed with the President and CEO on an as needed basis.

## **9. MATERIAL PRIVACY BREACHES**

Ingenium did not experience any material privacy breaches during the reporting period.

## **10. PRIVACY IMPACT ASSESSMENTS**

Ingenium did not undertake any new Privacy Impact Assessments during the reporting period.

## **11. PUBLIC INTEREST DISCLOSURES**

Ingenium did not make any public interest disclosures under paragraph 8(2)(m) of the *Privacy Act* during the reporting period.

## APPENDIX A – DELEGATION ORDER

### *PRIVACY ACT* DELEGATION ORDER

Pursuance to Section 73 of the *Privacy Act*, the President and CEO of Ingenium, I hereby delegate the responsibilities covered by the under-listed sections and subsections of the *Act*:

Position	<i>Privacy Act</i> and Regulations
Corporate Secretary	Full authority
Director, Planning and Capital Projects Governance	Full authority
Compliance and Reporting Officer	Sections : 8(1)(4)(5), 9(1)(4), 10, 14, 15, , 19, 20, 21, 22, 23, 24, 25, 26, 27, 28



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Christina Tessier  
President and CEO

September 27, 2021

## APPENDIX B – STATISTICAL REPORT



Government  
of Canada

Gouvernement  
du Canada

### Statistical Report on the *Privacy Act*

Name of institution: Ingenium - Canada's Museums of Science and Innovation

Reporting period: 2020/04/01 to 2021/03/31

#### 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>

## 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
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

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
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

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	
0	0	0	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	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

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
Total	0	0	0	0	0	0	0	0

## 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
Total	0	0	0	0	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
Total	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
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
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**9.2 Personal Information Banks**

Personal Information Banks	Active	Created	Terminated	Modified
	32	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		\$5,662
Overtime		\$0
Goods and Services		\$1,350
• Professional services contracts	\$1,350	
• Other	\$0	
Total		\$7,012

**11.2 Human Resources**

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.090
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.090

Note: Enter values to three decimal places.



## Supplemental Statistical Report on the Access to Information Act and Privacy Act

Name of institution: Ingenium - Canada's Museums of Science and Innovation

Reporting period: 2020-04-01 to 2021-03-31

### Section 1: Capacity to Receive Requests

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

### Section 2: Capacity to Process Records

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	52	0	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	52	0	52