
2021-2022 Annual Report on Privacy Act

April 1, 2021 – March
31, 2022

Natural Sciences and
Engineering Research Council
of Canada

Aussi disponible en français sous le titre :

Rapport annuel de 2021-2022 concernant la Loi sur la protection
des renseignements personnels

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1. Introduction

The *Privacy Act* (Revised Statutes of Canada, Chapter P-21, 1985) was proclaimed on July 1, 1983.

The *Privacy Act* provides Canadian citizens and permanent residents with the right of access to, and correction of, personal information about themselves that is under the control of a government institution. The Act also provides the legal framework for the collection, retention, use, disclosure, disposition, and accuracy of personal information in the administration of programs and activities by government institutions subject to the Act.

Section 72 of the *Privacy Act* requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of this Act within the institution during each financial year. This report represents an overview of the activities of the Natural Sciences and Engineering Research Council of Canada (NSERC) for the reporting period of April 1, 2021, to March 31, 2022.

For more information:

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2. About NSERC

2.1 Mandate

NSERC is a departmental corporation of the Government of Canada created in 1978 as a federal agency. It is defined as a “separate employer” by the *Public Service Staff Relations Act*. NSERC is funded directly by Parliament and reports to it through the Minister of Innovation, Science and Industry.

NSERC promotes and assists research in the natural sciences and engineering, other than the health sciences. NSERC is the primary federal agency investing in post-secondary research and training in these disciplines.

NSERC’s Council is composed of a President and up to 18 other members selected through Governor in Council appointment to set the strategy and high-level policies for NSERC, and to review and evaluate performance. Funding decisions are made by the

President, or their designate, based on recommendations made by peer review committees.

2.2 Responsibilities

Through grants, fellowships, and scholarships, NSERC promotes and supports research and research training in the natural sciences and engineering to develop talent, generate discoveries, and support innovation in pursuit of economic and social outcomes for Canadians. NSERC works with universities, colleges, businesses and not-for-profits to remove barriers, develop opportunities and attract new expertise to make Canada's research community thrive.

3. Organizational Structure

3.1 The Organizational Structure

The Access to Information and Privacy (ATIP) Office resides in NSERC's Governance, Risk & Compliance (GRC) Division under the Strategic, Corporate and Public Affairs (SCPA) Directorate.

During the reporting period, a full-time ATIP Coordinator reported to the Executive Director, Governance, Risk and Compliance, and was assisted by an ATIP Analyst, starting in January 2022, and by two ATIP & Secretariat Officers for half of the reporting period (September 2021 to March 2022). Two ATIP consultants also supported ATIP operations (1 full-time position and 1 temporary part-time position).

3.2 The ATIP Office

The ATIP Office coordinates responses to requests submitted to NSERC under the *Privacy Act*. It also provides interpretation, advice, and recommendations to NSERC staff on the implications of the *Privacy Act* on their activities, and delivers training, education, and awareness sessions to staff. In 2021-22, ATIP staff provided privacy advice and guidance to NSERC staff on a wide range of programs and activities. ATIP Office activities also include:

- Processing and managing Privacy complaints.
- Providing advice and guidance to staff and senior management on privacy issues and ensure PMF is implemented.
- Preparing weekly ATIP reports for NSERC senior management, annual statistical and supplemental reports for the Treasury Board of Canada Secretariat (TBS), and an Annual Report to Parliament.
- Updating information on NSERC's website regarding privacy issues.
- Documenting and resolving privacy breaches.
- Coordinating updates to the *Info Source* publication.
- Providing feedback to Justice Canada on the modernization of the Privacy Act; and,

- Participating in forums for the ATIP community, such as the TBS ATIP Community meetings and working groups.

3.3 Delegation Order

Under section 3 of the *Privacy Act*, the President of NSERC is designated as the head of the government institution for purposes of the administration of the said act.

Pursuant to section 73 of the *Privacy Act*, deputy heads may delegate any of their powers, duties, or functions under the *Privacy Act* by signing an order authorizing one or more officers or employees of the institution, who are at the appropriate level, to exercise or perform said powers, duties or functions. This Delegation of Authority can be found in Appendix A.

4. Interpretation of Statistical Report

NSERC's 2021-2022 statistical report on the *Privacy Act* is provided in Appendix B.

Institutions were asked to report on how the COVID-19 pandemic affected their capacity to receive requests and process records. The 2021-22 Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act* is in Appendix C.

4.1 Requests under the *Privacy Act*

In 2021-22, NSERC received two new privacy requests. Twenty-three (23) requests were carried forward from the previous reporting period (five from 2018-19, one from 2019-20 and 17 from 2020-21). Thirteen (13) of these requests were closed during the 2021-22 reporting period. A total of 12 requests remains outstanding.

Of the outstanding requests, five were received in 2018-19, one in 2019-20, four in 2020-21, and two in 2021-22. The two outstanding requests from 2021-22 are still within legislated timelines. The 10 other outstanding requests are not within legislated timelines. The number of new privacy requests received by NSERC in 2021-22 was significantly lower than the 22 new requests received in the preceding reporting period (2020-21).

In total, NSERC processed 5074 pages of which 1251 were disclosed in the 2021-22 reporting period. NSERC processed more requests than the 2020-21 reporting period (seven requests in 2020-21 and 13 requests in 2021-22). Also, the number of pages processed was significantly higher this reporting period than in the previous year (In 2020-21 NSERC processed 464 pages of which 268 were disclosed).

Figure 1: Number of privacy requests carried over, received, and closed from 2017 to 2022

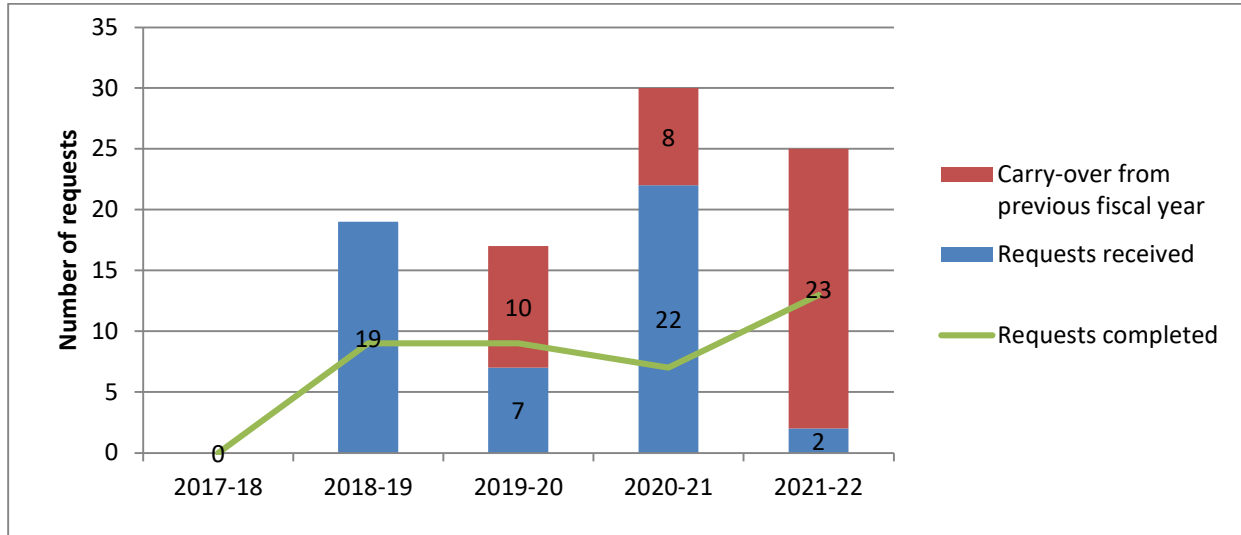
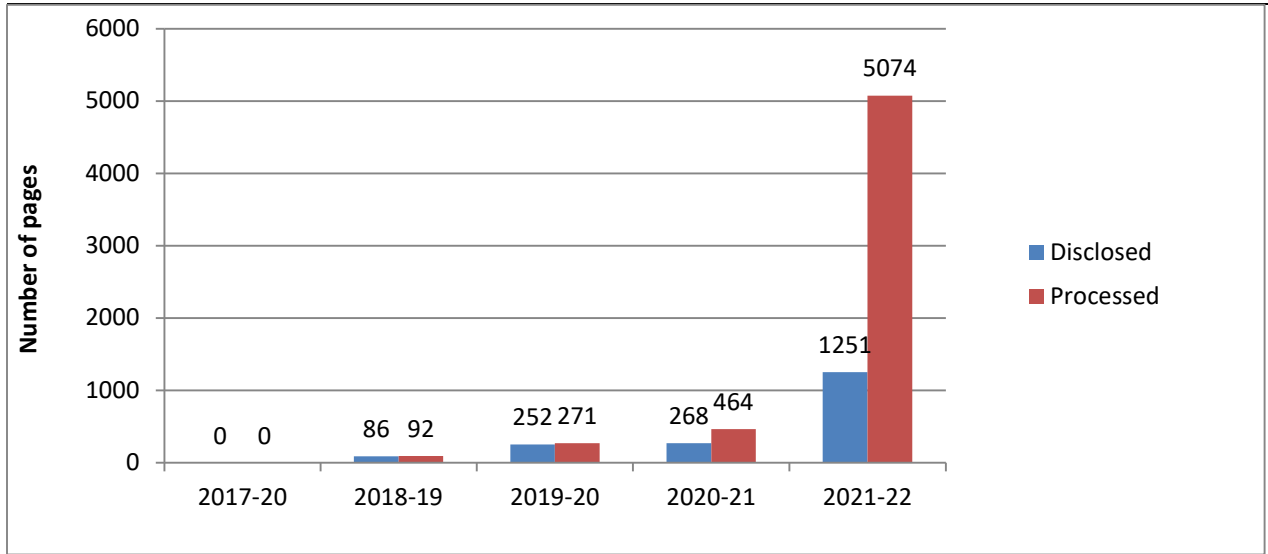


Figure 2: Number of pages processed and pages disclosed from 2017 to 2022



4.2 Disposition of Requests Completed

Of the 13 privacy requests NSERC completed, six were fully disclosed, five were disclosed in part, and in two cases, no records existed.

4.3 Exemptions Invoked

For the privacy requests where the information was disclosed in part, NSERC invoked five exemptions under section 26 (personal information about another individual), one exemption under section 27 (Protected information – solicitors, advocates and notaries)

4.4 Extension of Time Limits

For the 13 privacy requests completed, 13 thirty-day extensions of time limits were taken past the initial 30 days. NSERC invoked 13 exemptions under 15(a)(i) meeting the original time limit would unreasonably interfere with the operations of the government institutions. (One request = Large volume of pages, 12 requests = Large volume of requests).

4.5 Completion Time

Of the 13 privacy requests completed; zero requests (0%) were completed within the legislated timeframe. The 13 requests were extended for an additional 30 days. The 13 requests were completed outside legislated timelines. All 13 requests were extended and completed within either 121-180 days (one request) or 181-365 days (12 requests).

4.6 Consultations

Consistent with 2020-21, no privacy consultations from other government institutions were received in 2021-22.

4.7 Impact of COVID-19

From April 1, 2021, to March 31, 2022, NSERC experienced operational challenges brought about by the COVID-19 pandemic. NSERC's access to information and privacy team continued to work from home during the full fiscal year. Early in the pandemic, NSERC's access to information and privacy team members did not have remote access to specialized access to information request processing software, and other resources available in the head office. The situation was resolved in 2021-22 but the backlog resulting from that disruption remained.

Even when full access to specialized ATIP software was available, the challenges of remote work added to the complexity of processing files, which impacted service delivery.

Remote work also led to an inability to process paper documents and secret documents. As of November 2021, the mailroom was able to receive protected records in paper format. In March 2022, NSERC launched a new extranet platform to provide requestors with their records securely and efficiently, rather than releasing large volume of records in a series of emails with password-protected PDF documents.

5. Services and Related Activities

Throughout the year, the ATIP Office provides advice and assists Agency staff by reviewing various documents such as answers to Parliamentary Questions, Privacy Protocols, Memoranda of Understanding, audits, evaluations, and security reports. The ATIP Office provided training on an as needed basis on the provisions of the *Privacy Act*

and its impact on NSERC programs and initiatives. The ATIP Office distributed a weekly status report to senior management at NSERC pertaining to all Privacy requests.

5.1 Info Source, Publicly Accessible Information, and Inquiry Points

Info Source: *Sources of Federal Government and Employee Information* provides information about the functions, programs, activities and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*. It provides individuals and employees of the government (current and former) with relevant information to access personal information about them held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*.

NSERC's funding policies, program descriptions, organizational structure and contact information can be found on its website. In accordance with the federal government's policy on proactive disclosure, evaluation and audit reports are also posted on NSERC's website. NSERC website's ATIP page provides background information on the *Access to Information Act*, and useful information about services provided.

NSERC also proactively discloses information on the federal government's Open Government website, such as: ATIP monthly summaries, information on awarded grants, contracts as well as travel, hospitality, and conference expenses.

5.2 Informal Practices and Proactive Disclosure

NSERC encourages informal practices of providing information requested outside the ATIP process, provided that the information released is clearly only that of the requester.

In addition, NSERC proactively discloses peer review feedback to grant and award applicants. In 2021-22, NSERC proactively disclosed 13,706 redacted reports and reference letters from volunteer external reviewers for all programs that collect external reports, which represents 5,739 grant and award applications. These reports provide a preliminary peer reviewed evaluation of the proposal from an impartial subject-matter expert, recommendations about the applicant based on previous collaborations or supervision, and feedback to applicants on the assessment of their proposals in relation to the program criteria. They are redacted in the spirit of the *Privacy Act* by program staff who has received training by the ATIP staff.

5.3 Policies, Guidelines, Procedures and Initiatives

Personal information collected and used by federal institutions is governed by the *Privacy Act* and related regulations, as well as a suite of policy from TBS. NSERC must comply with several policies, directives and guidelines, and the NSERC President is accountable. This compliance framework is complex and often very demanding for small agencies. It is also evolving and being updated to reflect the reality of current day privacy concerns in our digital world.

In response to TBS *Policy on Privacy Protection* requiring that government institutions have a privacy protocol in place to establish rules and guidelines for employees who use personal information, NSERC and SSHRC agreed to develop a joint Privacy Management Framework (PMF) and a Privacy Protocol as part of their larger commitment to developing a stronger culture of privacy protection and compliance. Privacy protocols are especially important for NSERC to implement due to the increased collection of self-identification information. The PMF and Privacy Protocol were finalized in 2021-22 and approved by senior management in Spring 2022.

Our institution has not received authority for any new collection(s) or new consistent use(s) of Social Insurance Numbers during the 2021-2022 reporting period.

5.4 Training

The ATIP Office continued its formal training and development activities in 2021-22. All staff requiring direct access to Equity, Diversity and Inclusion (EDI) data were required to undertake training on handling sensitive personal information. A total of 94 NSERC employees participated in 9 EDI data training sessions either organized at NSERC or jointly with the Social Sciences and Humanities Research Council (SSHRC). Redaction training was also delivered to approximately 20 NSERC staff.

5.5 Expenditures

In this year's reporting period, the total salary, goods, and professional services cost for the Privacy program was \$215,542. This figure represents an increase of over 18.2% compared to \$182,356 in 2020-21 and is higher than the \$109,649 in costs for 2019-20. This cost does not include the processing of the proactive disclosures to applicants described in 5.2, above.

5.6 Material Privacy breaches

NSERC had no material privacy breaches in 2021-22.

5.7 Privacy Impact Assessments

For the current reporting period, NSERC did not complete any privacy impact assessments.

5.8 Public Interest Disclosures

Paragraph 8(2)(m) of the *Privacy Act* concerns cases where, in the opinion of the head of the institution, the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure, or where disclosure would clearly benefit the individual to whom the information relates.

During this reporting period, NSERC did not disclose any information under this section of the *Act*.

5.9 Corrections

Paragraph 12(2)(a) of the *Privacy Act* gives individuals a right to request a correction of personal information about them held by the federal government.

Three requests for corrections were carried over from 2018-19, five from 2019-20 and three from 2020-21. These requests were all from the same individual and they all remain outstanding. No new requests for correction of personal information were received during the reporting period.

5.10 Challenges

In 2021-22, NSERC started the year with a carry-over of 23 files from previous fiscal years. This situation, in addition to two new Privacy requests to process, put pressure on NSERC's limited ATIP resources in the first half of the year. This required the ATIP team to establish operational priorities and to claim appropriate extensions of time. NSERC remained committed to assist requestors in refining their request, but 12 files were carried forward into the 2022-23 fiscal year which is transferring the backlog issue into the cycle.

The Privacy human resources utilized for this reporting period were estimated at 2.205 FTE, which is 46.5% more than 1.505 FTE reported for the 2020-21 fiscal year. Of this 2.205 FTE, 1.455 came from full-time employees, 0.07 from consultants and agency personnel, 0.68 from part-time/casual employees and students.

NSERC is facing continued difficulties in staffing ATIP positions but was able to staff two ATIP & Secretariat Officer positions and one ATIP Analyst position on a permanent basis. NSERC has made a commitment to build its internal ATIP team and expertise in order to increase stability and improve service delivery.

6. Complaints and Audits

6.1 Complaints

Requesters have the right to register a complaint with the *Office of the Privacy Commissioner* (OPC) regarding the processing of a request.

NSERC carried over one privacy complaint from the 2020-21 fiscal year. This privacy complaint was closed in the 2021-22 fiscal year. NSERC received four new privacy complaints in the 2021-22 fiscal year. These four privacy complaints were closed in the 2021-22 fiscal year. No privacy complaints were carried over into the 2022-23 fiscal year.

6.2 Audits, Compliance and Appeals

No privacy audits nor monitoring were conducted during the reporting period.

There were no applications or appeals to the Federal Court or Federal Court of Appeal under the *Privacy Act* during the year.

Appendix A — Delegation Order

OFFICIAL DOCUMENT

**NATURAL SCIENCES AND
ENGINEERING RESEARCH COUNCIL OF
CANADA**

DELEGATION OF AUTHORITY

**ACCESS TO INFORMATION ACT AND
PRIVACY ACT**

I, the President of the Natural Sciences and Engineering Research Council of Canada, pursuant to Section 95(1) of the *Access to Information Act* and section 73(1) of the *Privacy Act*, hereby authorize employees of the Natural Sciences and Engineering Research Council of Canada, whose positions are set out in the attached Schedule, to carry out those of my powers, duties or functions under the Acts that are set in the Schedule in relation to those positions.

Dated at Ottawa

This 15 day of August, 2022

DOCUMENT OFFICIEL

**CONSEIL DE RECHERCHES EN
SCIENCES NATURELLES ET EN
GÉNIE DU CANADA**

DÉLÉGATION DE POUVOIRS

**LOI SUR L'ACCÈS À
L'INFORMATION ET LOI SUR LA
PROTECTION DES
RENSEIGNEMENTS
PERSONNELS**

En ma qualité de président du Conseil de recherches en sciences naturelles et en génie du Canada et conformément à l'article 95(1) de la *Loi sur l'accès à l'information* et à l'article 73(1) de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente les employés du Conseil de recherches en sciences naturelles et en génie du Canada dont les postes sont indiqués dans l'annexe ci-jointe à exécuter ces attributions en vertu des lois précisées dans l'annexe visant ces postes.

Fait à Ottawa

Ce 15 jour de août, 2022



Alejandro Adem
(President/Président)

Natural Sciences and Engineering Research Council of Canada/
Conseil de recherche en sciences naturelles et génie du Canada

Delegation		Position Title			
		President	VP-SCPA	ED-GRC & Secretary to Council	Manager ATIP & Governance
Descriptions	Section	1	2	3	4
Privacy Act					
Disclosure for research and statistics	8(2)(j)	yes	yes	yes	no
Disclosure in public interest clearly outweighs any invasion of privacy	8(2)(m)(i)	yes	yes	yes	no
Disclosure in public interest, benefit of individual	8(2)(m)(ii)	yes	yes	yes	no
Record of disclosure for investigations	8(4)	yes	yes	yes	no
Notify Privacy Commissioner of 8(2)(m)	8(5)	yes	yes	yes	no
Record of consistent uses	9(1)	yes	yes	yes	no
Notify Privacy Commissioner of consistent uses	9(4)	yes	yes	yes	no
Personal information in banks	10(1)	yes	yes	yes	yes
Notice where access is granted	14	yes	yes	yes	yes
Extension of time limits	15	yes	yes	yes	yes
Decision regarding translation	17(2)(b)	yes	yes	yes	yes
Conversion to alternate format	17(3)(b)	yes	yes	yes	yes
Refuse access – exempt bank	18(2)	yes	yes	yes	yes
Refuse access – confidential information	19(1)	yes	yes	yes	no

Delegation		Position Title			
		President	VP-SCPA	ED-GRC & Secretary to Council	Manager ATIP & Governance
Descriptions	Section	1	2	3	4
Disclose confidential information	19(2)	yes	yes	yes	no
Refuse access – federal-provincial affairs	20	yes	yes	yes	no
Refuse access – international affairs, defence	21	yes	yes	yes	no
Refuse access – law enforcement and investigation	22	yes	yes	yes	no
Refuse access – <i>Public Service Disclosure Protection Act</i>	22.3	yes	yes	yes	no
Refuse access – security clearance	23	yes	yes	yes	yes
Refuse access – person under sentence	24	yes	yes	yes	yes
Refuse access – safety of individuals	25	yes	yes	yes	no
Refuse access – another person’s information	26	yes	yes	yes	yes
Refuse access – solicitor-client privilege	27	yes	yes	yes	yes
Refuse access – medical record	28	yes	yes	yes	no
Receive notice of investigation	31	yes	yes	yes	yes
Representation to Privacy Commissioner	33(2)	yes	yes	yes	yes
Findings and recommendations of Privacy Commissioner	35(1)	yes	yes	yes	yes
Access given to complainant	35(4)	yes	yes	yes	yes
Report of findings and recommendations (exempt banks)	36(3)	yes	yes	yes	yes

Delegation		Position Title			
		President	VP-SCPA	ED-GRC & Secretary to Council	Manager ATIP & Governance
Descriptions	Section	1	2	3	4
Response to review of compliance	37(3)	yes	yes	yes	yes
Request of court hearing in the National Capital Region	51(2)(b)	yes	yes	yes	yes
Ex parte representation to court	51(3)	yes	yes	yes	yes
Annual report – government institutions	72(1)	yes	yes	yes	no
Privacy Regulations					
Reasonable facilities and time provided to examine personal information	9	yes	yes	yes	yes
Notification that correction to personal information has been made	11(2)	yes	yes	yes	yes
Notification that correction to personal information has been refused	11(4)	yes	yes	yes	yes
Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	13(1)	yes	yes	yes	no
Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	14	yes	yes	yes	no

Appendix B — 2021-22 Statistical Report on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: Natural Sciences and Engineering Research Council

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		2
Outstanding from previous reporting periods		23
• Outstanding from previous reporting period	17	
• Outstanding from more than one reporting period	6	
Total		25
Closed during reporting period		13
Carried over to next reporting period		12
• Carried over within legislated timeline	2	
• Carried over beyond legislated timeline	10	

1.2 Channels of requests

Source	Number of Requests
Online	2
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	2

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3 Completion time of informal requests

Completion Time							
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
0	0	0	0	0	0	0	0

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 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	6	0	6
Disclosed in part	0	0	0	0	1	4	0	5
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	2	0	2
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	12	0	13

3.2 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	5
19(1)(f)	0	22.1	0	27	1
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 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

3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	11	0	0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
5074	1251	11

3.5.2 Relevant pages processed by request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	6	0	0	0	0	0	0	0
Disclosed in part	2	94	2	500	0	0	1	4480	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	2	94	8	500	0	0	1	4480	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0

Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	6	0	6
Disclosed in part	0	0	5	0	5
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	11	0	11

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

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

3.7 Deemed refusals

3.7.1 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
13	13	0	0	0

3.7.2 Request 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 timeline 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	1	1
121 to 180 days	0	2	2
181 to 365 days	0	10	10
More than 365 days	0	0	0
Total	0	13	13

3.8 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 4: 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 5: 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 6: Extensions

6.1 Reasons for extensions

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 ConfidenceSection (Section 70)	External	Internal	
13	0	1	12	0	0	0	0	0

6.2 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 ConfidenceSection (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	1	12	0	0	0	0	0
31 days or greater								0
Total	0	1	12	0	0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100–500 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 9: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
4	4	4	0	12

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	11	0	0	0
Central	0	0	0	0
Total	11	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

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

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	6
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$156,250
Overtime		\$0
Goods and Services		\$59,292
• Professional services contracts	\$57,420	
• Other	\$1,872	
Total		\$215,542

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.455
Part-time and casual employees	0.070
Regional staff	0.000
Consultants and agency personnel	0.630
Students	0.050
Total	2.205

Note: Enter values to three decimal places.

**Appendix C — 2021-22 Supplemental Statistical Report on the Access to
Information Act and the Privacy Act**



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

Name of institution: Natural Sciences and Engineering Research Council

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

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 under the Access to Information Act and the Privacy Act

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	34	0	18	52
Protected B Paper Records	34	0	18	52
Secret and Top Secret Paper Records	34	0	18	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	0	52	52
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Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	3	0	3
Received in 2020-2021	0	6	6
Received in 2019-2020	0	1	1
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	3	7	10

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Access to Information Act*

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0

Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	0

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	2	0	2
Received in 2020-2021	0	4	4
Received in 2019-2020	0	1	1
Received in 2018-2019	0	5	5
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	2	10	12

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Privacy Act*

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
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Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	0

Section 5: Social Insurance Number (SIN)

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
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