



Military Police
Complaints Commission
of Canada

Commission d'examen des plaintes
concernant la police militaire
du Canada

Privacy Act

Annual Report

April 1, 2022 – March 31, 2023

For an electronic version of the publication, please consult the Military Police Complaints Commission of Canada's website at mpcc-cppm.gc.ca.

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1. Introduction

The Military Police Complaints Commission of Canada (the Commission) is pleased to submit to Parliament its Annual Report on the administration of the [Privacy Act](#) for its fiscal year 2022-23 (April 1, 2022 to March 31, 2023). This report was prepared and tabled in accordance with [section 72 of the Privacy Act](#).

The purpose of the Privacy Act is to provide:

- individuals with the right to access and correct personal information about themselves that is under the control of a government institution; and
- 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.

Under the Privacy Act, personal information is defined as “information about an identifiable individual that is recorded in any form.”

Examples include information relating to:

- the national or ethnic origin, colour, religion, age or marital status of an individual;
- the education or the medical, criminal, financial or employment history of an individual;
- the address, fingerprints or blood type of an individual; and
- any identifying number, symbol or other particular identifier assigned to an individual.

The Commission is a civilian, quasi-judicial oversight agency that operates at arm’s length from the Government of Canada. As a federal institution, it is part of the Defence portfolio for reporting purposes.

The Commission reviews and investigates complaints concerning Military Police conduct and investigates allegations of interference in Military Police investigations. The Commission also makes recommendations and reports its findings directly to the Military Police and National Defence leadership.

The mission of the Commission is to:

- promote and ensure the highest standards of conduct of Military Police in the performance of policing duties; and
- discourage interference in any Military Police investigation.

2. Organizational Structure to Fulfill the Commission’s *Privacy Act* Responsibilities

The Commission is a micro-organization of 28 employees. To fulfil its *Privacy Act* requirements, privacy protection is a shared responsibility; however, the Access to Information and Privacy (ATIP) mandate resides with the Corporate Services Sector.

The Senior Director, Corporate Services, is identified as the Commission’s ATIP Coordinator. He is supported by both the Manager of Corporate Reporting, ATIP and Administration and the

Administrative Services Officer who each dedicate an average of 10% of their time to fulfil the Commission's obligations under both the *Access to Information Act* and the *Privacy Act*. The Commission also hires one ATIP consultant, as required.

The ATIP coordinator is responsible for implementing and managing programs and services relating to the Commission's administration of the *Access to Information Act* and the *Privacy Act*, as well as for providing advice to its employees as they fulfil their obligations under both Acts.

Responding to *Privacy Act* requests is a shared responsibility between the delegated request processing team and the Offices of Primary Interest.

The main activities involved in processing *Privacy Act* requests are as follows:

- Analyze purpose/history of requests, interpret legislation, and determine information that may be disclosed, exempted or excluded.
- Provide advice and consultation to requesters, third-party stakeholders and the Commission's management and employees, respond to questions and concerns, ensure that they have a clear understanding of legislation the Commission policies and procedures for handling requests and other *Privacy Act* related issues, including document security classification.
- Conduct research and consultations with other departments and third parties to prepare responses to requests.
- Provide recommendations for the preparation of evidence to be disclosed during a Public Interest Hearing in accordance with *Privacy Act* legislation, Open Court Principles and other related policies and procedures.
- Prepare reports for the Commission's management on *Privacy Act* requests and other *Privacy Act* related matters, including statistical reports, Annual Reports for submission to Parliament and information required by Info Source.

The Commission did not provide services related to privacy to other government institutions and was not a party to any services agreements with other government institutions under [section 73.1 of the *Privacy Act*](#).

3. Delegation Order

Pursuant to [section 73 of the *Privacy Act*](#), the Chairperson has delegated certain of her powers, duties and functions under the *Privacy Act* and Regulations to the Senior Director Corporate Services, the Manager of Corporate Reporting, ATIP and Administration and the Administrative Services Officer. The Delegation Order in effect on March 31, 2023, found in [Appendix A](#) was signed in May 2019.

4. Performance 2022-23

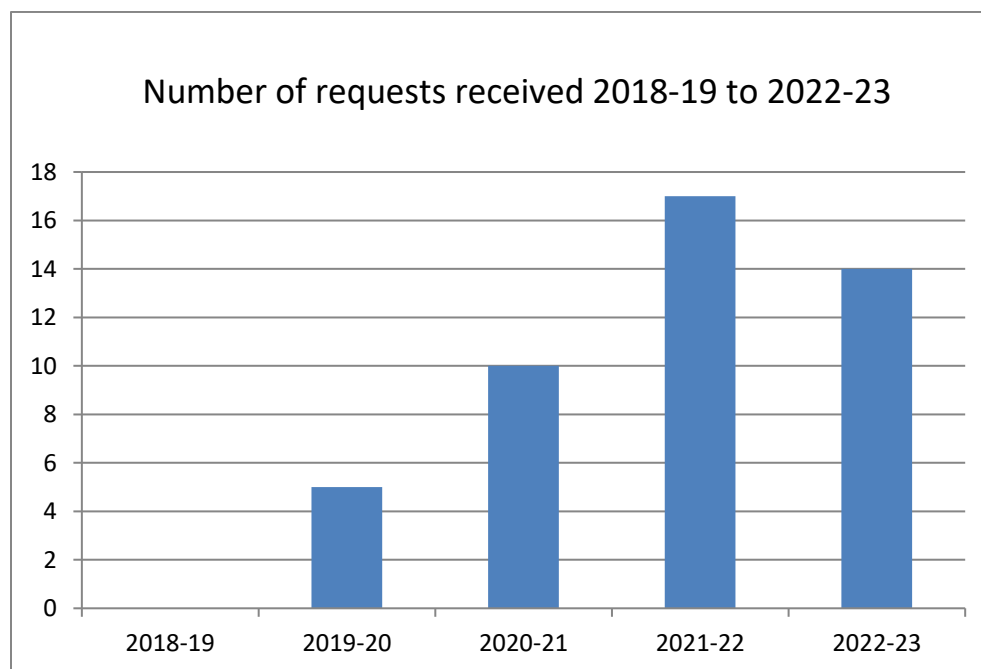
During this review period, the Commission completed 14 *Privacy Act* requests which represents 2 326 pages processed: 1 request was entirely disclosed, 1 request was disclosed in part, 2

requests were transferred to another government department and 10 were requests for which no records existed.

The Commission responded to 13 of the *Privacy Act* requests within the legislated 30-day timeline. 1 request was the subject of a 30-day extension and was responded to within the legislated 60-day timeline.

The graphic below shows, for 2018-19 to 2022-23, the numbers of Privacy Requests the Commission completed each year. No Privacy Requests were received by the Commission in 2018-19. The Commission received only 5 Privacy Requests in 2019-20. The Commission received only 10 requests in 2020-21. This number increased significantly during the current reporting period 2021-22 but decreased slightly in 2022-23. We have seen an increase in requests over the past three years since the launch of the centralized ATIP portal.

To note, most of the requests received are intended for the Department of National Defence, to access Military Police documents, but are mistakenly submitted to us.



The Commission's ability to fulfil its *Privacy Act* obligations and responsibilities during this reporting period were not affected by COVID-19. Therefore, no specific measures were implemented relating to COVID-19.

One application was the subject of a 30-day extension request under [Section 15 of the Privacy Act](#) and was processed within the 60-day legislated timeline. This request included time-limited exemptions due to an ongoing investigative process.

The Commission did not receive any consultation requests from other government institutions.

For additional information, please refer to [Appendix B](#) and [Appendix C](#).

5. Training and Awareness

The Commission's learning directive requires that all new employees complete 2 mandatory online courses related to Access to Information and Privacy knowledge about properly process requests and protect personal information through the Canada School of Public Service portal i.e., Fundamentals of Information Management (COR501) and Access to Information and Privacy Fundamentals (COR502). A training session was also held for all employees of the Commission in May 2022. The new Chairperson was briefed on her accountability regarding the *Privacy Act* as part of her onboarding in January 2023.

6. Policies, Guidelines and Procedures

In July 2022, the Government of Canada launched a new version of the ATIP Online Request System Portal. This new version allows requesters to submit their Access to Information and Privacy requests and view their progress directly through the Portal. The Commission began receiving requests from this new Portal in mid-July 2022 and consequently adjusted its internal procedures accordingly. Rather than receiving an email to the Commission's ATIP mailbox, the Commission's ATIP team members must now view and update the status of the requests directly in the Portal.

7. Initiatives and Projects to Improve Privacy

The following internal initiatives to improve Privacy were implemented during the reporting period:

- Revision and modification of internal procedures for processing ATIP requests following the implementation of the ATIP Portal - Summer 2022;
- Collaboration with Department of National Defence to review and modify the Commission's request transfer procedures - Fall 2022;
- Modification of procedures for responding to NIL requests - December 2022

8. Complaints, Audits, and Investigations

Over the period covered by this report, no complaints were filed against the Commission with the Office of the Privacy Commissioner of Canada, no audits were conducted and no appeals concerning privacy requests were filed in Federal Court.

9. Privacy Breaches

No material privacy breach occurred at the Commission during the reporting period.

10. Privacy Impact Assessments

No Privacy Impact Assessments were completed during the reporting period.

11. Disclosure

The Commission has not disclosed any personal information pursuant to [subsection 8\(2\)\(m\) of the *Privacy Act*](#).

12. Monitoring

Given the size of the organization and the limited number of requests received annually, no formal audit was conducted during the reporting period. However, from the receipt to the closure of all Privacy requests, the Commission monitors processing times by promptly entering all actions and activities in its internal ATIP status report (which includes both Access to Information and Privacy requests). Legislated timelines are also carefully entered into the report to prevent any delays in the processing of the requests received and to ensure that requests are dealt with in a timely manner.

Throughout the year, the Senior Director of Corporate Services/ATIP Coordinator submits the ATIP Status reports to the Executive Committee as an information item on their meeting agendas. These also include draft *Access to Information Act* and *Privacy Act* Annual Reports and Statistical Reports. The Executive Committee consists of the Chairperson (Deputy Head), the Senior General Counsel and Director General, the Senior Director Corporate Services/ATIP Coordinator and the General Counsel and Senior Director of Operations.

APPENDIX A

Privacy Act Delegation Order



Military Police
Complaints Commission
of Canada

Commission d'examen des plaintes
concernant la police militaire
du Canada

Access to Information Act and Privacy Act Delegation Order

The Chairperson of the Military Police Complaints Commission of Canada, 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 in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Chairperson as the head of Military Police Complaints Commission of Canada, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

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 présidente de la Commission d'examen des plaintes concernant la police militaire du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont le/la président(e) est, en qualité de responsable de Commission d'examen des plaintes concernant la police militaire du Canada, investi[e] par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

La présidente de
La Commission d'examen des plaintes concernant la police militaire du Canada

Hilary C. McCormack
Chairperson
Military Police Complaints Commission of Canada

Signed in Ottawa, Ontario, Canada this 15th day of May, 2019
Signé à Ottawa, Ontario, Canada le 15^{ème} jour de mai 2019

Privacy Act Delegation Order

The Chairperson of the Military Police Complaints Commission of Canada, pursuant to [section 73 of the Privacy Act](#), hereby designates the persons holding the positions set out in the schedule hereto or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Chairperson as the head of the Military Police Complaints Commission of Canada, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous designation orders.

Privacy Act

Provision	Description	Chairperson*	Senior Director of Corporate Services	Senior Planning and Administration Coordinator	Administrative Services Officer
8(2)(e)	Disclose to investigative body	•	•		
8(2)(j)	Disclosure for research or statistical purposes	•	•		
8(2)(m)	Disclosure in the public interest or in the interest of the individual	•	•		
8(4)	Copies of requests under paragraph 8(2)(e)	•	•	•	•
8(5)	Notice of disclosure under paragraph 8(2)(m)	•	•		
9(1)	Record of disclosure	•	•		
9(4)	Consistent uses	•	•		
10	Personal information banks	•	•		
14	Notice where access requested	•	•	•	•
15	Extension of time	•	•		
16(1)(a)(b)	Where access refused	•	•		
17(2)(b)	Language of access	•	•	•	•
17(3)(b)	Access in an alternative format	•	•	•	•
Exemption Provisions of the Privacy Act					
Provision	Description	Chairperson*	Senior Director of Corporate Services	Senior Planning and Administration Coordinator	Administrative Services Officer
18(2)	Exemption – Exempt banks	•	•		
19(1)	Exemption – Personal information obtained in confidence	•	•		

19(2)	Exemption – where disclosure authorized	•	•		
20	Exemption – Federal-provincial affairs	•	•		
21	Exemption – International affairs and defence	•	•		
22	Exemption – Law enforcement and investigations	•	•		
22.3	Exemption – <i>Public Servants Disclosure Protection Act</i>	•	•		
23	Exemption – Security clearances	•	•		
24	Exemption – Individuals sentenced for an offence	•	•		
25	Exemption – Safety of individuals	•	•		
26	Exemption – Information about another individual	•	•		
27	Exemption – Solicitor-client privilege	•	•		
28	Exemption – Medical record	•	•		
Other Provisions of the Privacy Act					
Provision	Description	Chairperson*	Senior Director of Corporate Services	Senior Planning and Administration Coordinator	Administrative Services Officer
33(2)	Right to make representations	•	•		
35(1)(b)	Notice of actions to implement recommendations of Commissioner	•	•	•	•
35(4)	Access to be given to complainant	•	•	•	•
36(3)(b)	Notice of actions to implement recommendations of Commissioner concerning exempt banks	•	•	•	•
51(2)(b)	Special rules for hearings	•	•		
51(3)	<i>Ex parte</i> representations	•	•		
72	Annual report to Parliament	•	•		

Privacy Regulations					
Provision	Description	Chairperson*	Senior Director of Corporate Services	Senior Planning and Administration Coordinator	Administrative Services Officer
9	Examination of information	•	•	•	•
11(2)	Notification that correction to personal information has been made	•	•	•	•
11(4)	Notification that correction to personal information has been refused	•	•	•	•
14	Examination in presence of medical practitioner or psychologist	•	•		

Dated at the City of Ottawa this 15th day of May 2019.

Hilary C. McCormack
Chairperson
Military Police Complaints Commission of Canada

APPENDIX B

2022-23 Statistical Report on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: Military Police Complaints Commission of Canada

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		14
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		14
Closed during reporting period		14
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of Requests
Online	13
E-mail	0
Mail	0
In person	0
Phone	1
Fax	0
Total	14

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		1
Closed during reporting period		1
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	1
Fax	0
Total	1

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	1	0	0	0	0	0	1

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
1	11	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	1	0	0	0	0	0	1
Disclosed in part	0	0	1	0	0	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	11	1	0	0	0	0	0	12
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	11	2	1	0	0	0	0	14

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	1	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)	1	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	1
20	0	22.2	0	27.1	0
21	1	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	2	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
3,737	1,516	2

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	1	11	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	1	3,726	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	1	11	0	0	0	0	1	3726	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
46	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	46	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	46	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
586	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	586
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	586

3.5.7 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

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	13
Percentage of requests closed within legislated timelines (%)	92.85714286

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
1	1	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	1	1
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	1	1

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 extensions 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	
1	0	1	0	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	0	0	0	0	0	0
31 days or greater								0
Total	0	1	0	0	0	0	0	0

Section 7: Consultations Received From Other Institutions and Organizations

7.1 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 within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

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

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
0	0	0	0	0

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	0	0	0	0
Central	0	0	0	0
Total	0	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	0
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$24,673
Overtime		\$0
Goods and Services		\$9,666
• Professional services contracts	\$9,666	
• Other	\$0	
Total		\$34,339

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.270
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.040
Students	0.000
Total	0.310

Note: Enter values to three decimal places.

APPENDIX C

**2022-23 Supplemental 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: Military Police Complaints Commission of Canada

Reporting period: 2022-04-01 to 2023-03-31

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	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	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

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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023	0
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	0
Received in 2014-2015	0
Received in 2013-2014 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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
Received in 2022-2023	0
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	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*