



**National Gallery  
of Canada**

**Musée des beaux-arts  
du Canada**

# **Annual Report**

*Privacy Act*

**April 1, 2020 to March 31, 2021**

## Table of Contents

<b>Introduction.....</b>	<b>1</b>
<b>Organizational Structure and Delegation Order .....</b>	<b>1</b>
<b>Performance 2020-2021 .....</b>	<b>3</b>
<b>Training and Awareness.....</b>	<b>5</b>
<b>Policies, Guidelines, Procedures, and Initiatives.....</b>	<b>5</b>
<b>Summary of Key Issues and Actions Taken on Complaints or Audits.....</b>	<b>6</b>
<b>Monitoring Compliance.....</b>	<b>6</b>
<b>Material Privacy Breaches .....</b>	<b>6</b>
<b>Privacy Impact Assessments .....</b>	<b>6</b>
<b>Public Interest Disclosures .....</b>	<b>6</b>
<b>Appendix 1 – Delegation Order on the <i>Privacy Act</i> .....</b>	<b>7</b>
<b>Appendix 2 – Statistical Report on the <i>Privacy Act</i> and Supplemental Statistical Report ....</b>	<b>7</b>

## **Introduction**

### ***Purpose of the Privacy Act***

The *Privacy Act* protects the privacy of all Canadian citizens and permanent residents regarding personal information held by a federal government institution. It also provides individuals, including those present in Canada who are not permanent residents or citizens, the right of access to their own personal information.

Section 72 of the *Privacy Act* requires that the head of every government institution submit an annual report to Parliament on the administration of the Act during the financial year. This report describes how the National Gallery of Canada (“the Gallery”) administered the *Privacy Act* during the period of April 1, 2020 to March 31, 2021. The Annual Report is prepared and tabled in Parliament in accordance with section 72 of the Act.

### ***NGC Background***

The National Gallery of Canada was founded in 1880 by the then-Governor General, the Marquess of Lorne, in concert with the Royal Canadian Academy of Arts. With the enactment of the 1913 *National Gallery of Canada Act*, the federal government assumed responsibility for the Gallery. The government continued its stewardship through successive Acts of Parliament, culminating with the *Museums Act* of July 1, 1990, which established the Gallery as a Crown corporation.

### ***NGC Mandate***

As per the *Museums Act*, 1990, c. 5, the National Gallery of Canada’s mandate is *to develop, maintain, and make known, throughout Canada and internationally, a collection of works of art, both historic and contemporary, with special, but not exclusive, reference to Canada, and to further knowledge, understanding, and enjoyment of art in general among all Canadians.*

## **Organizational Structure and Delegation Order**

For the first half of the reporting period, activities relating to the *Privacy Act* were managed on a part-time basis by the Director, Corporate Secretariat and Ministerial Liaison, who serves as the Gallery’s Access to Information and Privacy (ATIP) Coordinator, and to whom the Director and CEO has delegated all powers, duties, and functions for the administration of the *Privacy Act*. A copy of the signed and dated Delegation Order in effect at the end of the reporting period is attached as Appendix 1. Upon the departure of the Director, and for the remainder of the reporting period, a senior member of the Corporate Secretariat and Ministerial Liaison assumed the role of A/ATIP Coordinator.

Both the ATIP Coordinator and A/ATIP Coordinator were assisted in their duties by the Executive Assistant and ATIP Administrative Officer, and by an external consultant who provides services on a project basis.

The ATIP Coordinator position is responsible for the following activities:

- processing formal requests under the *Access to Information Act* and *Privacy Act* (together “the Acts”), as well as informal requests for information and consultation requests from other government institutions;
- providing ongoing advice and guidance to senior management and Gallery staff on access to information and privacy legislation and related policies, privacy risk management activities, and other related matters;
- monitoring Gallery compliance with the Acts, regulations, and relevant policies and procedures;
- acting on behalf of the Gallery in dealings with the Treasury Board of Canada Secretariat (TBS), the Offices of the Information Commissioner and Privacy Commissioner, as well as other government institutions, regarding the administration of the Act as it relates to the Gallery;
- preparing annual reports to Parliament, in addition to other statutory reports and material that may be required by central agencies;
- coordinating the annual update of *Info Source* and informing TBS of any changes to the Gallery’s Personal Information Banks (PIBs);
- promoting awareness of the Acts, regulations, and relevant procedures throughout the Gallery; and
- participating in government-wide forums for the ATIP community, including TBS community and ATIP Coordinator meetings, as well as ad-hoc working groups and training sessions.

Section 73.1(1) of the *Privacy Act* authorizes a government institution to provide services related to any power, duty or function conferred or imposed on the head of a government institution under the *Privacy Act* to another government institution that is presided over by the same Minister or that is under the responsibility of the same Minister. Such services may be provided only if the government institution enters into a written agreement with the other institution. During the reporting period, the Gallery was not party to any agreement pursuant to section 73.1(1).

## Performance 2020-2021

This section includes information about the processing of requests under the *Privacy Act* in 2020-21, and an interpretation of the 2020-21 Statistical Report found at Appendix 2.

### Section 1: Requests Received

Number of Requests	2020-21	2019-20	2018-19
Received during the reporting period	2	1	0
Outstanding from previous period	0	0	0
<b>Total (All requests)</b>	<b>2</b>	<b>1</b>	<b>0</b>

The Gallery received two formal requests for personal information under the *Privacy Act* during the reporting period, a slight increase in comparison to the one request received in 2019-20, and zero requests received in 2018-19.

### Section 2: Requests Closed During the Reporting Period

#### *Legislated Timelines and Completion Times*

Of the Gallery's two requests, one was closed during the reporting period and past the legislated timeframe. Accordingly, the Gallery had a 0% compliance rate for requests completed within the allowable timeframe under the *Privacy Act*.

The completion time for the request was between 61 to 120 days.

#### *Extensions*

Section 15 of the *Privacy Act* provides for the extension of the statutory time limits if processing the request within the original time limit would unreasonably interfere with the operations of the institution or if consultations are necessary.

During the reporting period, an extension was taken to the one completed request due to the large volume of associated pages.

#### *Disposition of Requests and Exemptions*

The one request completed by the Gallery was "disclosed in part" (i.e. some personal information was withheld from disclosure). As such, 100% of requests completed were disclosed in part, and no requests were "all disclosed" (i.e. a request for which no personal information was withheld from disclosure). The Gallery invoked two exemptions to withhold personal information (i.e. personal information about individuals other than the requester and solicitor-client privilege).

<b>Exemptions invoked</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2018-19</b>
Section 27	1	0	0
Section 26	1	1	0
<b>Total exemptions invoked</b>	<b>1</b>	<b>0</b>	<b>0</b>

### ***Exclusions***

As was the case in the last two reporting periods, no exclusions were invoked during the reporting period.

### ***Relevant Pages Processed and Disclosed***

For the one completed request, 2429 pages were processed, and 2429 pages were either all disclosed or disclosed in part. Of note, the number of pages processed as reported in the Statistical Report does not include pages that required review for relevancy, scope, or duplicates, and does not consider work conducted on active requests. Accordingly, the number of pages reviewed by the ATIP Office was significantly higher than what is captured in the Statistical Report.

### ***COVID-19 Related Impacts***

During the reporting period, COVID-19 had minimal impact to privacy-related operations. As reported in the Supplemental Statistical Report at Appendix 2, the Gallery maintained either partial or full capacity to process records in different formats and levels of security. The Gallery also had the ability to receive requests through its regular channels (i.e. mail or email) for the entire reporting period.

One privacy request received in March 2021 was impacted as certain records could not be retrieved due to workplace restrictions. The Gallery is working to resolve this issue in the subsequent reporting period.

### **Section 3: Requests for Correction of Personal Information and Notations**

As was the case for the last three reporting periods, there were no requests for correction of personal information and/or notations in 2020-21.

### **Section 4: Consultations Received from Other Institutions and Organizations**

There were no requests for consultations from other government institutions and/or organizations during the reporting period. This has been the case for the last three reporting periods.

## **Section 5: Completion Time of Consultations on Cabinet Confidences**

There were no consultations on Cabinet confidences. This has been the case for the last three reporting periods.

## **Section 6: Complaints, Audits, and Investigations**

No complaints relating to the Gallery were filed with the Office of the Privacy Commissioner during the reporting period, and no audits or investigations were initiated or concluded.

## **Section 7: Resources**

### ***Costs***

For 2020-21, the cost directly associated with the administration of the *Privacy Act* was estimated at \$82,666 for salaries, professional services contracts, and other administrative expenses. This represents a minor 4% decrease from the \$86,496 reported in 2019-20, and a significant increase of 114% over the \$38,659 reported in 2018-19.

### ***Human Resources***

For the reporting period, the number of full-time equivalents (FTE) dedicated to the administration of the *Privacy Act* was estimated at 0.504, a minor decrease of 6.6% compared to the 0.54 FTE reported for 2019-20, and an increase of 129% over the 0.22 FTE reported for 2018-19.

The 0.504 FTE for 2020-21 consisted of 0.37 for full-time employees and 0.134 for consultants and agency personnel.

## **Training and Awareness**

Three training sessions were delivered by an external consultant on general access to information and privacy requirements. Ten staff from the Library, Collections Management and ATIP Office departments attended the sessions.

## **Policies, Guidelines, Procedures, and Initiatives**

No new or revised corporate policies, guidelines or procedures related to the administration of the *Privacy Act* were implemented during the reporting period.

The ATIP Office continued to provide adhoc support and risk management advice to internal stakeholders in relation to a variety of initiatives involving personal information.

Of note, the ATIP Office completed an overhaul to its corporate website privacy notice, further to extensive consultation with internal stakeholders. The updated privacy notice is published on the gallery.ca: <https://www.gallery.ca/privacy-notice>.

## **Summary of Key Issues and Actions Taken on Complaints or Audits**

No complaints were received, and no audits or investigations were concluded during the reporting period.

## **Monitoring Compliance**

Requests are regularly monitored through a tracking log, which records detailed information concerning the timeline of each request. As no requests or very few requests are received each year, the monitoring of time to process information requests is a straightforward exercise.

## **Material Privacy Breaches**

No material privacy breaches occurred during the reporting period. Accordingly, no material privacy breaches were reported to the Office of the Privacy Commissioner and TBS.

## **Privacy Impact Assessments**

No Privacy Impact Assessments (PIAs) were completed during the reporting period.

The development of a PIA regarding the replacement of Gallery legacy systems that process personal information continued during the next reporting period.

## **Public Interest Disclosures**

Section 8(2)(m) of the *Privacy Act* allows the head of the institution to exercise the discretion to disclose personal information, without the consent of the individual, if such disclosure is deemed to be in the public interest further to careful review of relevant factors.

During the reporting period, no disclosures of personal information were made pursuant to section 8(2)(m) of the *Privacy Act*.



**Appendix 1 – Delegation Order on the *Privacy Act***

**Appendix 2 – Statistical Report on the *Privacy Act* and Supplemental Statistical Report**

The Director of the National Gallery of Canada, as designated head of the institution by virtue of Order-in-Council and pursuant to section 73 of the *Privacy Act* (the *Act*) hereby designates the persons holding the positions set out herein or the persons occupying those positions on an acting basis, to exercise the powers, duties or functions of the Director as the head of a government institution, under the section or sections of the *Act* set out hereunder opposite each position.

<b>Position</b>	<b><i>Privacy Act</i></b>	
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	8(2)(j)	Disclose personal information for research purposes
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	8(2)(m)	Disclose personal information in the public interest or in the interest of the individual
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	8(4)	Retain copy of 8(2)(e) requests and disclosed records
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	8(5)	Notify Privacy Commissioner of 8(2)(m) disclosures
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	9(1)	Retain record of use
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	9(4)	Notify Privacy Commissioner of consistent use and amend index

<b>Position</b>	<b><i>Privacy Act</i></b>	
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	10	Include personal information in personal information banks
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	14	Respond to request for access within 30 days; give access or give notice
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	15	Extend time limit for responding to request for access
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	17(2)(b)	Decide whether to translate requested information
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	17(3)(b)	Alternative format
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	18(2)	May refuse to disclose information contained in an exempt bank
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	19(1)	Shall refuse to disclose information obtained in confidence from another government
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	19(2)	May disclose any information referred to in 19(1) if the other government consents to the disclosure or makes the information public

<b>Position</b>	<b><i>Privacy Act</i></b>	
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	20	May refuse to disclose information injurious to the conduct of federal-provincial affairs
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	21	May refuse to disclose information injurious to international affairs or defence
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	22	May refuse to disclose information prepared by an investigative body, information injurious to the enforcement of a law, or information injurious to the security of penal institutions
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	22.3	Shall refuse to disclose personal information that was created for the purpose of making a disclosure under the <i>Public Servants Disclosure Protection Act</i> or in the course of an investigation into a disclosure under that Act.
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	22.4	Shall refuse to disclose personal information requested under subsection 12(1) that was obtained or created by it or on its behalf in the course of assisting the National Security and Intelligence Committee of Parliamentarians in fulfilling its mandate.
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	23	May refuse to disclose information prepared by an investigative body for security clearances
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	24	May refuse to disclose information collected by the Canadian Penitentiary Service, the National Parole Service or the National Parole Board while individual was under sentence if conditions in section are met

Position	<i>Privacy Act</i>	
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	25	May refuse to disclose information which could threaten the safety of individuals
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	26	May refuse to disclose information about another individual, and shall refuse to disclose such information where disclosure is prohibited under Section 8
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	27	May refuse to disclose information subject to solicitor-client privilege
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	27.1	May refuse to disclose any personal information requested under subsection 12(1) that is subject to the privilege set out in section 16.1 of the <a href="#">Patent Act</a> or section 51.13 of the <a href="#">Trade-marks Act</a> .
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	28	May refuse to disclose information relating to the individual's physical or mental health where disclosure is contrary to the best interests of the individual
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	31	Receive notice of investigation by the Privacy Commissioner
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	33(2)	Right to make representations to the Privacy Commissioner during an investigation
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	35(1)	Receive Privacy Commissioner's report of findings of the investigation and give notice of action taken

<b>Position</b>	<b><i>Privacy Act</i></b>	
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	35(4)	Give complainant access to information after 35(1)(b) notice
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	36(3)	Receive Privacy Commissioner's report of findings of investigation of exempt bank
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	37(3)	Receive report of Privacy Commissioner's findings after compliance investigation
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	51(2)(b)	Request that Section 51 hearing be held in the National Capital Region
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	51(3)	Request and be given right to make representations in Section 51 hearings
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	72(1)	Prepare annual report to Parliament
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	77	Responsibilities conferred on the head of the institution by the regulations made under section 77 which are not included above

Position	<i>Privacy Regulations</i>	
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	9	Reasonable facilities and time provided to examine personal information
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	11(2)	Notification that correction to personal information has been made
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	11(4)	Notification that correction to personal information has been refused
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	13(1)	Disclosure of personal information relating to physical or mental health may be made to qualified medical practitioner or psychologist for an opinion on whether to release information to requestor
Access to Information and Privacy Coordinator as well as Vice President, Corporate & Public Affairs and Marketing	14	Disclosure of personal information relating to physical or mental health may be made to requestor in presence of qualified medical practitioner or psychologist



Dated at Ottawa on May 20, 2021

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Sasha Suda, PhD  
Director and CEO, National Gallery of Canada



## Statistical Report on the *Privacy Act*

Name of institution: The National Gallery of Canada

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	2
Outstanding from previous reporting period	0
<b>Total</b>	<b>2</b>
Closed during reporting period	1
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	1	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	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>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</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	1
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		

### 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

### 2.4 Format of information released

Paper	Electronic	Other
0	1	0

### 2.5 Complexity

#### 2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
2429	2429	1

#### 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	1	2429	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	1	2429	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
1	1	0	0	0

### 2.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timelines Where an Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	1	1
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	1	1

## 2.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	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
<b>Total</b>	0

### Section 5: Extensions

#### 5.1 Reasons for extensions and disposition of requests

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
1	0	1		0	0	0	0	0

#### 5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	1	0	0	0	0	0	0
31 days or greater								0
<b>Total</b>	0	1	0	0	0	0	0	0

## Section 6: Consultations Received From Other Institutions and Organizations

### 6.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<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

### 6.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Number of Days Required to Complete Consultation Requests
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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	0
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## 9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	53	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	\$51,580
Overtime	\$0
Goods and Services	\$31,086
• Professional services contracts	\$31,086
• Other	\$0
<b>Total</b>	<b>\$82,666</b>

### 11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.370
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.134
Students	0.000
<b>Total</b>	<b>0.504</b>

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