



NATIONAL  
GALLERY  
OF CANADA

MUSÉE  
DES BEAUX-ARTS  
DU CANADA

## **Annual Report**

### ***Privacy Act***

**April 1, 2022 to March 31, 2023**

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# 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 with the right of access to their own personal information.

As a federal Crown corporation, the National Gallery of Canada (“the Gallery”) is subject to the *Privacy Act*. Section 72 of the *Privacy Act* requires that the head of every government institution prepare an annual report on the administration of the Act during the financial year. This report describes how the Gallery administered the *Privacy Act* during the period of April 1, 2022 to March 31, 2023. 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.

## ***Gallery Mandate, Authorities, and Public Policy Role***

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.*

As a distinct legal entity, wholly owned by the Crown, the Gallery is a parent Crown corporation with agent status, is listed in Schedule 3, Part 1 of the *Financial Administration Act* (FAA) and is subject to the Crown corporation accountability framework established under Part X of the FAA.

The Gallery reports to the Parliament of Canada through the Minister of Canadian Heritage. Although it functions at arm’s length from the federal government in its daily operations, as a member of the Canadian Heritage portfolio, the Gallery supports the Department in its mission, and contributes to government priorities.

Under the *Museums Act*, the Gallery plays an essential role, individually and together with other museums and like institutions, in preserving and promoting the heritage of

Canada and all its peoples throughout Canada and abroad, and in contributing to the collective memory and sense of identity of all Canadians. As a source of inspiration, research, learning and entertainment, the Gallery provides, in both official languages, services that are essential to Canadian culture, and available to all.

## Organizational Structure and Delegation Order

The Gallery's activities in relation to the *Privacy Act* is managed on a part-time basis by a member of the Corporate Secretariat who also holds the position of Executive Coordinator for the Director's office and serves as the Gallery's Access to Information and Privacy (ATIP) Coordinator, and to whom the Interim Director and CEO has delegated all the powers, duties, and functions for the administration of the Act. A copy of the signed and dated Delegation Order that was in effect at the end of the reporting period is attached as Appendix 1.

During the reporting period, the ATIP Coordinator was supported in her duties by two part-time consultants.

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 annually 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 2022-2023

This section includes information about the processing of requests under the *Privacy Act* in 2022-23, and an interpretation of the 2022-23 Statistical Report found at Appendix 2.

### Section 1: Requests Received

Number of Requests	2022-23	2021-22	2020-21
Received during the reporting period	1	0	2
Outstanding from previous period	0	1	0
<b>Total (All requests)</b>	<b>1</b>	<b>1</b>	<b>2</b>

The Gallery received one formal request for personal information under the *Privacy Act* during the reporting period, a slight increase in comparison to 2021-22 (no requests), and a minor decrease in comparison to the 2020-21 (two requests).

The one request received was closed during the reporting period. As such, there were no active requests as of the last day of the reporting period.

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

#### *Legislated Timelines and Completion Times*

The Gallery's one completed request was closed within legislated timelines. Accordingly, the Gallery had a 100% compliance rate for requests completed within the allowable timeframe under the *Privacy Act*.

The completion time for the request was between 31 and 60 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.

For the one completed request, an extension of 30 days was required due to a large volume of 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). As was the case with the previous two reporting periods, 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>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>
Section 27	1	1	1
Section 26	1	1	1
<b>Total exemptions invoked</b>	<b>2</b>	<b>2</b>	<b>2</b>

## ***Exclusions***

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

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

For the one completed request, 449 pages were processed, and 418 pages were disclosed in full and/or 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. Accordingly, the number of pages reviewed by the ATIP Office was higher than what is captured in the Statistical Report.

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

During the reporting period, COVID-19 had minimal impact on access to information operations. As reported in the Supplemental Statistical Report in Appendix 2, the Gallery maintained either partial or full capacity to process records in different formats and levels of security. Further, the Gallery had the capacity ability to receive requests by mail and email for the entire 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 2022-23.

### **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. As such, there were no active complaints as of the last day of the reporting period.

### **Section 7: Resources**

#### ***Costs***

For 2022-23, the cost directly associated with the administration of the *Privacy Act* was estimated at \$10,200 for salaries, professional services contracts, and other administrative expenses. This represents a significant decrease from the \$17,698 reported in 2021-22, and an even more significant decrease over the \$82,666 reported in 2020-21.

#### ***Human Resources***

For the reporting period, the number of full-time equivalents (FTE) dedicated to the administration of the *Privacy Act* was estimated at 0.136, a significant

decrease compared to the 0.261 FTE reported for 2021-22, and a more significant decrease over the 0.504 FTE reported for 2020-21.

Reported costs do not include resources required by other areas of the Gallery to search for responsive records and provide recommendations concerning the disclosure of information.

The 0.136 FTE for 2022-23 consisted of 0.040 for full-time employees and 0.096 for consultants.

## **Training and Awareness**

No formal training and awareness privacy sessions were delivered in 2022-23.

The ATIP Coordinator and part-time consultants provided periodic one-on-one advice and guidance as required, to NGC staff and management on privacy matters.

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

Following an independent privacy policy gap review, the development of new policy and awareness documents was initiated during the reporting period, including a request processing manual and privacy breach procedure. Due to a spike of new high-volume access to information requests in the second half of the reporting period, and an ongoing shortage of dedicated resources, the documents will be revisited next year.

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

As there were no new collections or new consistent uses of Social Insurance Numbers during the reporting period, the Gallery did not implement any policies, guidelines, or procedures to that effect.

## **Initiatives and Projects to Improve Privacy**

The Gallery is in the process of onboarding to Government of Canada ATIP Online Request service and expects to be onboarded by the end of next reporting period.

During the reporting period, the Gallery made significant effort to recruit ATIP staff but was unable to secure additional permanent staff. The shortage of well-qualified ATIP candidates in the market remains a challenge for the Gallery's ATIP operations. Staffing efforts will continue into the next reporting period.



## 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. There were no complaints outstanding from the previous reporting period. Accordingly, there were no active complaints as of the last day of the reporting period.

## Monitoring Compliance

Requests are regularly monitored by the ATIP Coordinator 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.

Based on the nature of the privacy requests received by the Gallery, inter-institutional consultations are generally not required. Further, and due to the small number of privacy requests received year over year, the ATIP Coordinator would be informed of any intention to consult and would decide whether such consultation is necessary for the proper exercise of discretion or when there is an intention to disclose.

Regarding monitoring for frequently requested types of information and the feasibility of making that information available by other means, again, due to the small number of requests received, such trends would easily be identifiable and considered by the ATIP Office as applicable.

While there is no formal monitoring in place regarding access to information and privacy clauses in contracts and agreements, the Gallery has implemented standard measures to promote the rights afforded under the *Access to Information Act* and *Privacy Act*. Standard instructions and clauses related to access to information and privacy are included in Request for Proposal processes and published on gallery.ca. These clauses are also included in all contracts. In addition, the ATIP Office and/or external legal counsel are engaged by program areas and procurement on an ad hoc basis, to implement more detailed clauses for contracts and agreements requiring heightened administrative safeguards.

## 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**

One Privacy Impact Assessment (PIA) was completed during the reporting period in relation to the Gallery's new ticketing and membership system. The initiative enables the Gallery to better foster relationships with its visitors, members, donors, and sponsors, providing an integrated view of the overall activities and experiences of these stakeholders. The PIA analyzed the personal information practices associated with the new system and initiative, in accordance with TBS privacy policy requirements.

A summary of the completed PIA is available on gallery.ca:  
<https://www.gallery.ca/about/governance/corporate-reports>

## **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	8(2)(j)	Disclose personal information for research purposes
Access to Information and Privacy Coordinator	8(2)(m)	Disclose personal information in the public interest or in the interest of the individual
Access to Information and Privacy Coordinator	8(4)	Retain copy of 8(2)(e) requests and disclosed records
Access to Information and Privacy Coordinator	8(5)	Notify Privacy Commissioner of 8(2)(m) disclosures
Access to Information and Privacy Coordinator	9(1)	Retain record of use
Access to Information and Privacy Coordinator	9(4)	Notify Privacy Commissioner of consistent use and amend index
Access to Information and Privacy Coordinator	10	Include personal information in personal information banks
Access to Information and Privacy Coordinator	14	Respond to request for access within 30 days; give access or give notice
Access to Information and Privacy Coordinator	15	Extend time limit for responding to request for access
Access to Information and Privacy Coordinator	17(2)(b)	Decide whether to translate requested information
Access to Information and Privacy Coordinator	17(3)(b)	Alternative format
Access to Information and Privacy Coordinator	18(2)	May refuse to disclose information contained in an exempt bank

Position	<i>Privacy Act</i>	
Access to Information and Privacy Coordinator	19(1)	Shall refuse to disclose information obtained in confidence from another government
Access to Information and Privacy Coordinator	19(2)	May disclose any information referred to in 19(1) if the other government consents to the disclosure or makes the information public
Access to Information and Privacy Coordinator	20	May refuse to disclose information injurious to the conduct of federal-provincial affairs
Access to Information and Privacy Coordinator	21	May refuse to disclose information injurious to international affairs or defence
Access to Information and Privacy Coordinator	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	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	23	May refuse to disclose information prepared by an investigative body for security clearances
Access to Information and Privacy Coordinator	25	May refuse to disclose information which could threaten the safety of individuals
Access to Information and Privacy Coordinator	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	27	May refuse to disclose information subject to solicitor-client privilege
Access to Information and Privacy Coordinator	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	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	31	Receive notice of intent to investigate from the Privacy Commissioner

<b>Position</b>	<b><i>Privacy Act</i></b>	
Access to Information and Privacy Coordinator	33(2)	Right to make representations to the Privacy Commissioner during an investigation
Access to Information and Privacy Coordinator	35(1)	Receive Privacy Commissioner's report of findings of the investigation and give notice of action taken
Access to Information and Privacy Coordinator	35(4)	Give complainant access to information after 35(1)(b) notice
Access to Information and Privacy Coordinator	51(2)(b)	Request that Section 51 hearing be held in the National Capital Region
Access to Information and Privacy Coordinator	51(3)	Request and be given right to make representations in Section 51 hearings
Access to Information and Privacy Coordinator	72(1)	Prepare annual report to Parliament

Position	<i>Privacy Regulations</i>	
Access to Information and Privacy Coordinator	9	Reasonable facilities and time provided to examine personal information
Access to Information and Privacy Coordinator	11(2)	Notification that correction to personal information has been made
Access to Information and Privacy Coordinator	11(4)	Notification that correction to personal information has been refused
Access to Information and Privacy Coordinator	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	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      March 22     , 2023


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Angela Cassie  
Interim Director and CEO, National Gallery of Canada



## Statistical Report on the *Privacy Act*

Name of institution: The National Gallery 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		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>1</b>
Closed during reporting period		1
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	0
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>1</b>

## 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	
<b>Total</b>		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
<b>Total</b>	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	0	0	0
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	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	1	0	0	0	0	1

### 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	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		

### 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	1	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
449	418	1

**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	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	449	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	1	449	0	0	0	0	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
<b>Total</b>	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
<b>Total</b>	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	0	0	0
Disclosed in part	0	1	0	0	1
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	1	0	0	1

### 3.6 Closed requests

#### 3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	1
Percentage of requests closed within legislated timelines (%)	100

### 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
0	0	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	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

**3.8 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 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
<b>Total</b>	<b>0</b>

## 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	0	1	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	0	1	0	0	0	0	0
31 days or greater								0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>







## 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
<b>Total</b>	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	1
Number of PIAs modified	0

### 10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	9	1	0	0
Central	0	0	0	0
<b>Total</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>0</b>

**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		\$3,077
Overtime		\$0
Goods and Services		\$7,123
• Professional services contracts	\$7,123	
• Other	\$0	
<b>Total</b>		<b>\$10,200</b>

**12.2 Human Resources**

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.040
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.096
Students	0.000
<b>Total</b>	<b>0.136</b>

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

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

Name of institution: The National Gallery 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	0

### 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	8	44	52
Protected B Paper Records	0	8	44	52
Secret and Top Secret Paper Records	0	0	0	0

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	0	0

### 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	4	1	5
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
<b>Total</b>	<b>4</b>	<b>1</b>	<b>5</b>

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	1
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	0

earlier	0
<b>Total</b>	<b>1</b>

**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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

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.**

<b>Fiscal Year Open Complaints Were Received by Institution</b>	<b>Number of Open Complaints</b>
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
<b>Total</b>	<b>0</b>

**Section 5: Social Insurance Number**

<b>Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?</b>	<b>No</b>
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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?
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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*

Canada