

# **Info Source**

## **Sources of Federal Government and Employee Information 2015**

**National Gallery of Canada \***

**\* Note: Throughout this document, references to the “National Gallery of Canada”, the “NGC” and “the Gallery” include the Gallery’s affiliate museum, the Canadian Museum of Contemporary Photography.**



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## Introduction to Info Source

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

The [Introduction](#) and an [index of institutions](#) subject to the *Access to Information Act* and the *Privacy Act* are available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

## General Information

### Background

The [National Gallery of Canada](#) was founded in 1880 by the then Governor General, John Douglas Sutherland Campbell, the Marquess of Lorne, in concert with the Royal Canadian Academy of Arts, with the idea that that Canadians should have a national gallery to call their own.

It would be a place to showcase Canadian art; to preserve, study and teach about the nation’s cultural heritage; and to acquire magnificent works from around the world. It would expose Canadians to great



art from all periods and in all its manifestations: paintings, photographs, sculptures and more, with special, but not exclusive, reference to Canada.

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 in the [Museums Act](#) of July 1, 1990. In addition to prescribing the purpose, capacity, and powers of the National Gallery, the *Museums Act* established the Gallery as a Crown Corporation.

Under the *Museums Act*, the Gallery's Board of Trustees serves as its governing body, and is accountable to Parliament through the Minister of Canadian Heritage. The eleven members of the Board, representing various regions of the country, are appointed by the Minister with the approval of the Governor-in-Council. The Board has primary responsibility for ensuring that the resources provided to the institution are used judiciously to achieve its mandate. The Board provides strategic direction to the Gallery, oversees the conduct of its business, and ensures that all major issues are given proper consideration.

### **Responsibilities**

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.*

The National Gallery of Canada strives to provide Canadians with a sense of identity with and pride in Canada's rich visual-arts heritage. Through its [collection](#), [onsite and travelling exhibitions](#), [loans program](#), [educational programs and publications](#), [professional training programs](#), and outreach initiatives, the Gallery aspires to be a model of excellence in furthering knowledge of the visual arts, both at home and abroad. Through collaboration with national and international institutions, the Gallery seeks to make art accessible, meaningful, and vital to diverse audiences of all ages.

### **Institutional Functions, Programs and Activities**

The National Gallery of Canada has four institution-specific programs, as identified under the Program Alignment Architecture (PAA), which are strategically designed to achieve its mandate:

**Collection:** The Gallery acquires art, conducts research and preserves the collection for future generations through comprehensive conservation initiatives.

**Outreach:** The Gallery exhibits, educates and communicates the importance of the visual arts among Canadians from all walks of life and in most regions of the country.

**Accommodation:** The Gallery ensures building operations are carried out efficiently and sound investments are made in capital infrastructure for facilities to be secure, suitable for the preservation and exhibition of the national collection, and safe for visitors and employees.



**Internal Services:** The Gallery provides for sound governance, effective management of its human and financial resources, and optimization of self-generated revenues in support of programs and initiatives.

The Gallery's programs are key to the success of its mandate and consistent with the Government's priorities for the Heritage Portfolio. Through them, the Gallery makes a significant contribution to the enrichment of the heritage and cultural life of Canadians.

The following is a detailed list of institution-specific functions, which support the Gallery's PAA, and a description of records within each classification.

## OPERATIONAL INTELLIGENCE

Operational Intelligence relates to: Gathering Information, via informal and formal means, and its analysis, to support strategic and operational decision-making. Excludes: Formal research leading to the realization, refinement or publication of art-related knowledge.

### *Members*

**Description:** Records relating to: Information gathered about members, supporting all operational functions.

**Document Type:** Database record, Notes, 3rd Party documents, Correspondence

**Record Number:** NGC 14-01

### *Donors*

**Description:** Records relating to: Information gathered about donors, supporting all operational functions.

**Document Type:** Database record, Notes, 3rd Party documents, Correspondence

**Record Number:** NGC 14-02

### *Campaigns and Events*

**Description:** Records relating to: Information gathered about campaigns and events, supporting all operational functions.

**Document Type:** Database record, Notes, 3rd Party documents, Correspondence

**Record Number:** NGC 14-03

### *Products*



**Description:** Records relating to: Information gathered about products, supporting all operational functions.

**Document Type:** Database record, Notes, 3rd Party documents, Correspondence

**Record Number:** NGC 14-04

Visitors – Demographic

**Description:** Records relating to: Demographic surveys or reports developed in relation to specific exhibitions, and which could have a broader application to NGC functions.

**Document Type:** Database record, Notes, 3rd Party documents, Correspondence

**Record Number:** NGC 14-05

Visitors – Experience

**Description:** Records relating to: Surveys about the overall visitor experience and response to an exhibition or collection, supporting all operational functions.

**Document Type:** Database record, Notes, 3rd Party documents, Correspondence

**Record Number:** NGC 14-06

Visitors – Learning

**Description:** Records relating to: Demographic, psychographic and other information pertaining to the visitor experience and response to an exhibition or collection, gathered for the purpose of improving the effectiveness of learning programs.

**Document Type:** Database record, Notes, 3rd Party documents, Correspondence

**Record Number:** NGC 14-07

Partners

**Description:** Records relating to: Information gathered about partners, supporting all operational functions.

**Document Type:** Database record, Notes, 3rd Party documents, Correspondence

**Record Number:** NGC 14-08

Sponsors

**Description:** Records relating to: Information gathered about sponsors, supporting all operational functions.

**Document Type:** Database record, Notes, 3rd Party documents, Correspondence

**Record Number:** NGC 14-09

Suppliers



**Description:** Records relating to: Information gathered about suppliers, supporting all internal and operational functions.

**Document Type:** Database record, Notes, 3rd Party documents, Correspondence

**Record Number:** NGC 14-10

*Exhibitions and the NGC Collection*

**Description:** Records relating to: General intelligence regarding the planning and management of exhibitions, and declined exhibition proposals.

**Document Type:** Database record, Notes, 3rd Party documents, Correspondence

**Record Number:** NGC 14-11

*Publications*

**Description:** Records relating to: Information gathered about publications, supporting all operational functions.

**Document Type:** Database record, Notes, 3rd Party documents, Correspondence

**Record Number:** NGC 14-12

*Museums and Galleries*

**Description:** Records relating to: Museum and gallery-specific facility reports.

**Document Type:** Database record, Notes, 3rd Party documents, Correspondence

**Record Number:** NGC 14-13

## RESEARCH

Research relates to: Gathering information, via informal and formal means, and its analysis, leading to the realization, refinement or publication of art-related knowledge.

*Curatorial*

**Description:** Records relating to: Investigation and development of curatorial principles, techniques and specific theories, with or without immediate application to the NGC collection. Includes: Research into artists and attribution, provenance/ownership, historical context, public inquiry response, exhibition history, valuation, authentication, artists organizations/societies etc., and includes: Production of publications arising from research, regardless of medium.

**Document Type:** Notes, Correspondence, Travel Reports, Theses

**Record Number:** NGC 15-01

*Artists*



**Description:** This bank describes information related to creators of artwork in the collection of the National Gallery of Canada, which includes the Canadian Museum of Contemporary Photography collection. Personal information may include name, contact information, biographical information, citizenship status, date of birth, date of death, educational information, place of birth and place of death, financial information, Social Insurance Number (when required) and signature. Personal information may also include images of artwork (analog or digital), information about other works of art in an artist's possession and artist's relationship to other persons or entities such as their spouse or partner, siblings, business partner, or artist collective member.

**Class of Individuals:** Individuals who create artwork that is in the collection of the National Gallery of Canada.

**Purpose:** Personal information is used to document the lives and activities of artists as cultural heritage, to manage copyright, permissions, licensing and fees. Information is also used to ensure that the Gallery remains accountable for all acquisitions to the collection and to record the source and provenance of the artworks. Personal information is collected pursuant to the Museums Act. The Social Insurance Number is collected pursuant to the Income Tax Act and may be used to issue various reporting slips.

**Consistent Uses:** Biographical and activity information is used for cataloguing purposes as part of the record of an artwork, for publication in catalogues and other publications, and is made accessible for external researchers. Some elements of data, notably a brief biography of an artist (Canada, 1908-1992) or sometimes places of birth and/or death, are contributed to aggregated databases like the Artifacts Canada database of the Canadian Heritage Information Network. Selected information about each artist may be published on the National Gallery of Canada website. When artists pay or receive money, information may be shared as described in the Standard PIB(s) Accounts Receivable (PSU 932) or Accounts Payable (PSU 931). Information may be shared with the Canada Revenue Agency (Information Returns (Infodec), CRA PPU 150) and the Province of Quebec for income verification purposes.

**Retention and Disposal Standards:** Under development.

**RDA Number:** Under development.

**TBS Registration:** 20100330

**Bank Number:** NGC PPU 003

#### *Archival and Bibliographic*

**Description:** Records relating to: Investigation and development of archival and bibliographic principles, techniques and specific theories, with or without immediate application to the NGC collection. Includes: Production of publications arising from research, regardless of medium.





**Document Type:** Notes, Correspondence, Travel Reports, Theses

**Record Number:** NGC 15-02

*Conservation*

**Description:** Records relating to: Investigation and development of conservation principles, techniques and specific theories, with or without immediate application to the NGC collection. Includes: Production of publications arising from research, regardless of medium.

**Document Type:** Notes, Correspondence, Travel Reports, Theses

**Record Number:** NGC 15-03

## MARKETING

Marketing relates to: Promotion of the NGC's brand, service offerings and the preservation of its sound reputation among current and future stakeholder groups.

*Branding*

**Description:** Records relating to: The development and preservation of the NGC's unique and recognizable nature in symbolic images and other branding elements.

**Document Types:** Branding Artifacts, Business Cases, Correspondence

**Record Number:** NGC 16-01

*Advertising*

**Description:** Records relating to: Placement of messages in various media to inform the public about the NGC brand and to instil a positive opinion of its products, programs and services, leading to an increase in their consumption. Includes: Web delivery of advertising; agreements to jointly participate in advertising initiatives with other organizations.

**Document Types:** Event Plans, Correspondence, Advertising Plans

**Record Number:** NGC 16-02

*Distribution*

**Description:** Records relating to: The physical distribution of promotional materials.

**Document Types:** Distribution lists, distribution log

**Record Number:** NGC 16-03

## STAKEHOLDER RELATIONSHIP MANAGEMENT



Stakeholder Relationship Management relates to: Development and maintenance of long-term stakeholder relationships, enabling the delivery of NGC products and the identification of opportunities to contribute to the NGC's collection, exhibitions and learning activities. Note: Many information assets arising from this function are 'protected'.

#### *Membership*

**Description:** Records relating to: The initiation and stewardship of relationships with Members, and the design and delivery of campaigns and events intended to further nurture these relationships. Excludes: Actual financial transactions.

**Document Types:** Correspondence, Database record

**Record Number:** NGC 17-01-01,02

#### *Planned Giving*

**Description:** Records relating to: The negotiation of agreements leading to the eventual donation of funds, artworks or other benefits to the NGC by a stakeholder. Excludes: Actual financial transactions

**Document Types:** Event Plans, Campaign Plans

**Record Number:** NGC 17-02-01,02

#### *Annual Giving*

**Description:** Records relating to: The negotiation of agreements leading to the annual donation of funds, artworks or other benefits to the NGC by a stakeholder. Excludes: Actual financial transactions.

**Document Types:** Correspondence, Database record, Event Plans, Campaign Plans

**Record Number:** NGC 17-03-01,02

#### *Advocacy*

**Description:** Records relating to: Efforts made by employees of the NGC, at all levels, to promote the interests of the NGC in stakeholder and non-stakeholder environments.

**Document Types:** Correspondence

**Record Number:** NGC 17-04

#### *Appreciation*

**Description:** Records relating to: Acknowledgement and forwarding of expressions of appreciation for the contributions, services and achievements of NGC stakeholders, particularly in regard to exhibitions.

**Document Types:** Correspondence



**Record Number:** NGC 17-05

*Fellowships*

**Description:** Records relating to: The extension of NGC collection-based research by negotiating and maintaining funded relationships with a community of external researchers. Excludes: Award of contracts.

**Document Types:** Fellowship Agreements

**Record Number:** NGC 17-06

*Research Fellowship Program*

**Description:** This bank describes information related to the Research Fellowship Program at the National Gallery of Canada. Personal information may include name, contact information, biographical information, educational information, awards and honours, publications, exhibitions, past and present research investigations and other relevant work, views and opinions of or about individuals, signature and Social Insurance Number (only if accepted to the program).

**Class of Individuals:** Individuals (including from outside of Canada) who apply for Research Fellowships at the National Gallery of Canada, personal references.

**Purpose:** The Personal information is used to process applications and to administer the Research Fellowships program. Personal information is collected pursuant to the Museums Act. The Social Insurance Number is collected from successful candidates pursuant to the Income Tax Act, for the purpose of income verification.

**Consistent Uses:** If a fellowship is granted, information may be shared with the Canada Revenue Agency and the Province of Quebec (if applicable) for income tax purposes. Selected information (including name, educational facility, and research undertaken) is posted on the National Gallery of Canada's internet site.

**Retention and Disposal Standards:** Under development.

**RDA Number:** Under development.

**Related Record Number:** NGC 17-06

**TBS Registration:** 20100332

**Bank Number:** NGC PPU 005

*Special Events*

**Description:** Records relating to: The delivery of public events at an NGC venue that are of mutual benefit to the NGC and the stakeholder. Involves: Applications, which may result in correspondence, inspections, photographs, negotiations leading to an agreement, then planning e.g. restrictions, floor plan, security assessment, protocol matters, 'scenarios', then event logistics and signoffs, and final tear-down. Excludes: Award of contracts.



**Document Types:** Event Plans, Speeches

**Record Number:** NGC 17-07

#### *Special Events*

**Description:** This bank describes information that is related to private and special events that are held at the National Gallery of Canada. Personal information may include name, contact information, and credit card information, and signature. It may also include ethnicity, food restrictions, and medical information such as allergies or disability requirements. **Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the date of event.

**Class of Individuals:** Individuals who reserve a room or space at the National Gallery of Canada, attendees of the events (in some cases) and third party event specialists (e.g. florists, caterers).

**Purpose:** Personal information is to administer the Special Events program. Personal information is collected under the authority of the Museums Act.

**Consistent Uses:** The information may be used or disclosed to the caterers of the events to ensure they address any food restrictions and with the Membership department in order to offer brides and grooms complimentary gift memberships as a wedding gift. Some information may be disclosed to third party event specialists (such as florists) to coordinate event planning.

**Retention and Disposal Standards:** Under development.

**RDA Number:** Under development.

**Related Record Number:** NGC 17-07

**TBS Registration:** 20100327

**Bank Number:** NGC PPU 008

#### *Visitors*

**Description:** Records relating to: Registering and then responding, as a first point of contact, to NGC visitors. Includes: Any information assets arising from redirection of a request to another business unit.

**Document Types:** Correspondence

**Record Number:** NGC 17-08

#### *Endowments*



**Description:** Records relating to: Negotiation of agreements whereby funds are deposited at arms-length by stakeholders to accounts from which amounts may be withdrawn by the NGC in support of exhibitions and programs. Excludes: Actual financial transactions.

**Document Types:** Endowment Agreements, Correspondence

**Record Number:** NGC 17-09

Foundation

**Description:** Records relating to: Soliciting private financial and other support for NGC exhibitions and programs, leading to agreements. Includes: Internal and Foundation needs analysis, stewardship, and monitoring. Excludes: Actual financial transactions.

**Document Types:** Donation Agreements, Correspondence

**Record Number:** NGC 17-10

Sponsorships

**Description:** Records relating to: Soliciting private and corporate financial, in-kind and other support for NGC exhibitions and programs, leading to agreements. Includes: Internal and sponsor needs analysis, stewardship, and monitoring. Excludes: Actual financial transactions.

**Document Types:** Sponsorship Agreements, Correspondence

**Record Number:** NGC 17-11

Partnerships

**Description:** Records relating to: Negotiating mutually beneficial agreements permitting the joint implementation of research, marketing, publications, exhibitions, learning and other operational programs. Excludes: In-kind sponsorships.

**Document Types:** Partnership Agreements, Correspondence

**Record Number:** NGC 17-12

Donors

**Description:** Records relating to: The initiation and stewardship of relationships with donors. Excludes: Actual donations.

**Document Types:** Donation Agreements, Correspondence

**Record Number:** NGC 17-13

## PRODUCT DELIVERY

Product Delivery relates to: Building on relationships with stakeholders, the delivery of a range of NGC products and services in exchange for revenue.



#### *Admissions-General*

**Description:** Records relating to: The offering of Admissions-General to the NGC stakeholder community. Includes: Handling of gift certificates. Excludes: Actual financial transactions.

**Document Types:** Database record

**Record Number:** NGC 18-01

#### *Admissions-Group Learning*

**Description:** Records relating to: The offering of Admissions-Group Learning to the NGC stakeholder community. Includes: Scheduling, reservations, logistics etc. Excludes: Actual financial transactions.

**Document Types:** Database record

**Record Number:** NGC 18-02

#### *Admissions-Individual Learning*

**Description:** Records relating to: The offering of Admissions-Individual Learning to the NGC stakeholder community. Includes: Scheduling, logistics etc. Excludes: Actual financial transactions.

**Document Types:** Database record

**Record Number:** NGC 18-03

#### *Audioguides*

**Description:** Records relating to: The offering of audioguides to the NGC stakeholder community. Excludes: Actual financial transactions.

**Document Types:** Database record

**Record Number:** NGC 18-04

#### *Rentals*

**Description:** Records relating to: The offering of temporary use of NGC venues to the NGC stakeholder community. Includes: applications, which may result in correspondence, inspections, photographs, negotiations leading to an agreement, then planning e.g. restrictions, floor plan, security assessment, protocol matters, 'scenarios', then event logistics and signoffs, and final tear-down. Excludes: Actual financial transactions.

**Document Types:** Database record

**Record Number:** NGC 18-05

#### *Parking*



**Description:** Records relating to: The offering of parking to the NGC stakeholder community. Excludes: Actual financial transactions.

**Document Types:** Database record

**Record Number:** NGC 18-06

*National Gallery Parking*

**Description:** This bank describes information that is related to parking permit applications and parking space permit holders of spaces on National Gallery owned property. Personal information may include name, contact information, biographical information, credit information, employee identification number, financial information, medical information (for those with disability requirements), car make, model and colour, and license plate number.

**Class of Individuals:** General public, as well as employees of the National Gallery.

**Purpose:** Personal information is used to administer the parking privileges and is collected under the authority of the Museums Act.

**Consistent Uses:** The information may be used or disclosed to the security division of the Gallery for reasons related to safety and security of the building, to advise the owner of a potential problem with their vehicle (oil leak, lights on, improper parking, etc.). Personal information may also be shared in the event of property or vehicle damage; the incident/accident may be reported to the Ottawa Police.

**Retention and Disposal Standards:** Under development.

**RDA Number:** Under development.

**Related Record Number:** NGC 18-06

**TBS Registration:** 20100300

**Bank Number:** NGC PPU 007

*Books, Memorabilia and Merchandise*

**Description:** Records relating to: The regular operations of the NGC Bookstore, involving the management of its inventory of products, the assessment of new product ideas and of existing product lines, the sourcing of new products, the internal distribution of some products, and the offering of books and memorabilia to the NGC stakeholder community. Excludes: Actual financial transactions.

**Document Types:** Database record

**Record Number:** NGC 18-07



### *Retail Purchases*

**Description:** This bank describes information that is about retail purchases (either in-store, mail order or e-commerce “Shop NGC”) made at the National Gallery of Canada. Personal information may include name, contact information, nature of purchase(s), credit card information, financial information, identification number and signature.

**Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the date of purchase, purchase or invoice number and a list of the items purchased.

**Class of Individuals:** Individuals who purchase items from the National Gallery of Canada.

**Purpose:** Personal information is used to process purchases made either electronically, in-store, or through mail-order and is collected under the authority of the Museums Act.

**Consistent Uses:** Information may be used to create mailing lists (with consent of the individual). Information may be shared with/described in Standard PIB Accounts Receivable (PSU 932) and for refunds Accounts Payable (PSU 931).

**Retention and Disposal Standards:** The RDA Number is currently under development with Library and Archives Canada. However, the National Gallery of Canada intends to retain the records for 7 years after the transaction is completed and the records will be destroyed. Credit card information will be retained until the order is processed and then will be destroyed.

**RDA Number:** Under development.

**Related Record Number:** NGC 18-07

**TBS Registration:** 20100331

**Bank Number:** NGC PPU 001

### *Passport*

**Description:** Records relating to: The offering of 'Passports' to the NGC stakeholder community. Excludes: Actual financial transactions.

**Document Types:** Database record

**Record Number:** NGC 18-08

### *Rights and Reproduction*

**Description:** Records relating to: The offering of photographic material and other rights, regarding works in the NGC collection, to the NGC stakeholder community. Excludes: Actual financial transactions.





**Document Types:** Correspondence, Licenses, License and Compliance Reports required by terms of Licenses; Agreements, Compliance Reports required by terms of Agreement

**Record Number:** NGC 18-09-01

*Image Reproduction*

**Description:** This bank describes information about individuals who purchase photographic material of works in the collection from the National Gallery of Canada. Personal information may include name, contact information, nature of the purchase(s), credit card information, and signature. **Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide details of the purchase such as the date of purchase, purchase or invoice number.

**Class of Individuals:** Individuals who purchase photographic material of works in the collection from the National Gallery of Canada.

**Purpose:** Personal information is collected under the authority of the Museums Act and is used to process purchases.

**Consistent Uses:** Information may be shared with/described in institution-specific PIB Ownership of Copyright, NGC PPU 003, and Standard PIBs Accounts Receivable (PSU 932) and Accounts Payable (PSU 931) for refunds.

**Retention and Disposal Standards:** Under development

**RDA Number:** Under development

**Record Number:** NGC 18-09-01

**TBS Registration:** # 20110304

**Bank Number:** NGC PPU 011

*Subscriptions*

**Description:** Records relating to: The offering of subscriptions to the NGC stakeholder community. Excludes: Actual financial transactions.

**Document Types:** Correspondence, Database record

**Record Number:** NGC 18-10

*Advertising*

**Description:** Records relating to: The offering of advertising to the NGC stakeholder community. Excludes: Actual financial transactions.

**Document Types:** Correspondence, Database record

**Record Number:** NGC 18-11



## COLLECTIONS MANAGEMENT

Collections Management relates to: The work of developing and maintaining 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. Includes: Management of dedicated elements integral to the works themselves, such as frames.

### *Acquisition of artworks for the NGC Collection – Negotiations*

**Description:** Records relating to: The growth and development of the NGC collection through the selective purchase and gift of works from donors. Includes: Negotiation of loans-in for the purpose of acquisition; negotiation of copyrights.

**Document Types:** Analytical Documents, Correspondence, Purchase and Sale Agreement

**Record Number:** NGC 19-01

### *Documentation / Cataloguing*

**Description:** Records relating to: The perpetually current description of works included in the NGC collections and in which the NGC has taken a discretionary interest, known as the 'curatorial file', and/or as stored in the collections management system. Includes: the identification and tracking of any copyrights and permissions associated with a work.

**Document Types:** Database record

**Record Number:** NGC 19-02

### *Private Collectors and Donors of Works of Art Description*

**Description:** This bank describes information concerning the ownership of works of art. Personal information may include name, contact information, date of death, biographical information such as relationships to other persons or entities such as, spouse or partner, sibling, business partner, collective member, etc., financial information, and information concerning other works of art in their possession.

**Class of Individuals:** Individuals who have sold or donated, or who are considering selling or donating, works of art to the National Gallery of Canada.

**Purpose:** Personal information is to account for all acquisitions to the collection of the Gallery and to record source or provenance of the artworks. Personal information is collected pursuant to the Museums Act.

**Consistent Uses:** Most gifts and occasional purchases are certified by the Canadian Cultural Property Export Review Board (see institution-specific PIB Certification, CPE PPU 010), the information is communicated with the knowledge of the donor or vendor. Selected information (e.g. name of author/donor) may be published on the National Gallery of Canada website. Information may be shared with the Canada Revenue Agency



and the Province of Quebec (if applicable) for income verification purposes and also with third party insurance brokers and for international indemnification programs.

**Retention and Disposal Standards:** Under development.

**RDA Number:** Under development.

**Related Record Number:** NGC 19-02

**TBS Registration:** 20100329

**Bank Number:** NGC PPU 002

#### *Ownership of Copyright*

**Description:** This bank describes information related to ownership of copyright of artwork in the collection at the National Gallery of Canada. Personal information may include name, contact information, and signature. Personal information may also relate to the manager of the rights such as relative, estate, artist collective, art gallery, etc.

**Class of Individuals:** Artists or other individuals who own or manage copyright of an artwork that is in the collection of the National Gallery of Canada.

**Purpose:** Personal information is collected under the authority of the Museums Act and is used to clear copyright with the copyright holder in order to use the works of art for National Gallery of Canada projects such as exhibition, reproduction, or communication purposes.

**Consistent Uses:** There are no consistent uses.

**Retention and Disposal Standards:** Under development

**RDA Number:** Under development

**Record Number:** NGC 19-02

**TBS Registration:** # 20110303

**Bank Number:** NGC PPU 003

#### *Storage, Security and Preservation*

**Description:** Records relating to: Design, maintenance and equipment of the interior of art storage facilities, leading directly to the security and preservation of those works e.g. racks and bolts affixing them to the floor. Excludes: The overall design of the facilities and infrastructural services to them.

**Document Types:** Structures Data

**Record Number:** NGC 19-03



### *Risk Management*

**Description:** Records relating to: Assessments and strategies to mitigate risk to NGC works, appraisals, insurance policies, and claims against those policies. Includes: Indemnification under the comprehensive GC agreement.

**Document Types:** Condition Assessments, Appraisals, Insurance Policies, Insurance Claims

**Record Number:** NGC 19-04

### *Monitoring*

**Description:** Records relating to: Continuous and periodic verification of location, condition, ownership and other features of works held in the NGC collection. Includes: Audits of storage locations.

**Document Types:** Inventory Reports

**Record Number:** NGC 19-05

### *Special Loans In – Negotiations*

**Description:** Records relating to: The borrowing of works to supplement the NGC collection, for examination, for research or for other discretionary purposes. Excludes: Works borrowed for the purposes of acquisition and exhibitions. Includes negotiation of copyright.

**Document Types:** Correspondence, Agreements

**Record Number:** NGC 19-06

### *Loans Out – Negotiations*

**Description:** Records relating to: Negotiations leading to an agreement to lend a work from the NGC collection to an external organization, in support of an initiative consistent with the NGC mandate.

**Document Types:** Correspondence, Agreements

**Record Number:** NGC 19-07

### *Transportation*

**Description:** Records relating to: The physical re-location of NGC and other works, performed by Technical Services staff and/or contractors.

**Document Types:** Work Orders, Bills of Lading, Shipping Waybill, Incident Reports

**Record Number:** NGC 19-08

### *Conservation*

**Description:** Records relating to: The assessment, conservation-specific risk management, and treatment of works in order to maintain their qualities over time.



**Document Types:** *Condition Assessment, Change of State Assessments, Damage Reports, Option Analysis, Treatment Plan, Specifications*

**Record Number:** *NGC 19-09*

*De-accessioning*

**Description:** *Records relating to: The removal of a work from the NGC collection. Includes: Transfers and losses.*

**Document Types:** *Database record*

**Record Number:** *NGC 19-10*

## COLLECTIONS MANAGEMENT – LIBRARY AND ARCHIVES

Collections Management – Library and Archives relates to: The work of developing and maintaining the Library and Archives Collection, with special, but not exclusive, reference to Canada, and to further knowledge, understanding, and enjoyment of art in general among all Canadians. Includes: The management of all NGC information assets transferred to the NGC Archives upon completion of their retention period as working records.

*Acquisition for the Library and Archives Collection*

**Description:** *Records relating to: The growth and development of this NGC collection through the selective purchase and receipt of works from donors, and from the internal gathering of information assets arising from other NGC functions.*

**Document Types:** *Analytical Documents, Correspondence*

**Record Number:** *NGC 20-01*

*Cataloguing*

**Description:** *Records relating to: The perpetually current description of library and archival materials.*

**Document Types:** *Database record*

**Record Number:** *NGC 20-02*

*Storage for the Library and Archives Collection*

**Description:** *Records relating to: Design, maintenance and equipment of the library stacks and or library and archives storage areas, leading directly to the security and preservation of those items e.g. shelving units, cabinets, racks and bolts affixing them to the floor. Excludes: The overall design of the facilities and infrastructural services to them.*

**Document Types:** *Database record*



**Record Number:** NGC 20-03

*Monitoring*

**Description:** Records relating to: Continuous and periodic verification of location, condition, and other features of items held in the NGC Library and Archives. Includes: Audits of storage locations.

**Document Types:** Inventory Reports

**Record Number:** NGC 20-04

*Circulation*

**Description:** Records relating to: The circulation of items belonging to the Library and Archives Collection to NGC employees and on site researchers who proactively request these materials.

**Document Types:** Circulation list

**Record Number:** NGC 20-05

**Description:** Records relating to: The physical re-location of NGC and other works, typically performed by Technical Services staff and/or contractors.

**Document Types:** Work Orders, Bills of Lading, Shipping Waybill, Incident Reports

**Record Number:** NGC 20-06

*Conservation*

**Description:** Records relating to: The assessment, conservation-specific risk management, and treatment of works in order to maintain their qualities over time. Includes: Assessments performed pre-acquisition, pre-move, pre-storage, change of state assessments, and damage reports.

**Document Types:** Condition Assessments, Appraisals, Insurance Policies, Insurance Claims

**Record Number:** NGC 20-07

*De-accessioning*

**Description:** Records relating to: The removal of a work from an NGC collection. Includes: Transfers and losses.

**Document Types:** Database record

**Record Number:** NGC 20-08

EXHIBITIONS MANAGEMENT



Exhibitions Management relates to: The work of making 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 expand knowledge, understanding, and enjoyment of art in general among all Canadians, involving the planning, development, implementation and evaluation of exhibitions of artworks from the NGC and other collections, for all NGC stakeholder audiences, both onsite, offsite and online. Includes: Exhibitions held by other partner organizations and travelling exhibitions. Includes: Installation of the permanent collection.

#### *Project Management*

**Description:** *Records relating to: The overall process of assessment, planning, production and post-production of the exhibition. Includes: Assessments of economic impact, detailed budgeting, marketing, security, conservation, risk and other aspects of the exhibition, exhibition-specific operational intelligence gathering, and the proceedings (agendas, minutes, attachments etc.) of meetings, both formal and informal, related to the overall management of the exhibition. Also includes the notification of the NGC Archives and the Chief Information Officer that all post-production activities are complete.*

**Document Types:** *Curatorial thesis, exhibition budget, economic impact assessment, list of works, marketing plan, security plan, risk assessment, agendas, minutes, progress reports*

**Record Number:** *NGC 21-01*

#### *Design*

**Description:** *Records relating to: Analysis and preparation of spaces and display elements for the exhibition. Includes: Formal and informal design work, leading to drawings, layouts, instruction guides and specifications etc. Includes: The physical arrangement and presentation of any multi-media elements.*

**Document Types:** *Drawings, Layouts, Routes*

**Record Number:** *NGC 21-02*

#### *Production*

**Description:** *Records relating to: The preparation of works for exhibition, to better correspond to a curatorial thesis and direction and to ensure their protection and eventual return to the collection from which they were selected*

**Document Types:** *Correspondence, Work Orders*

**Record Number:** *NGC 21-03*

#### *Publications*

**Description:** *Records relating to: Analysis, specification, design and delivery of publications related to the exhibition. Includes: Preparation of the exhibition catalogue, web content and any printed didactic elements.*



**Document Types:** Exhibition catalogs, panels, labels, curatorial text

**Record Number:** NGC 21-04

#### Education

**Description:** Records relating to: Analysis, specification, design and delivery of the educational requirements and opportunities associated with the exhibition. Includes: The development of any educational multi-media elements and thematic didactics.

**Document Types:** Education plan, thematic didactics, multi-media artifacts

**Record Number:** NGC 21-05

#### Education Workshops and Camps

**Description:** This bank describes information that is about individuals who attend education workshops or camps held at the National Gallery of Canada. Personal information may include name, contact information, biographical information, emergency contact information, date of birth, medical information such as allergies and medications required, photographs (with consent) and signature. **Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the date of the event attended.

**Class of Individuals:** Individuals who register to attend education workshops or camps, parent/guardians (for minors), and other emergency contacts.

**Purpose:** Personal information is used to administer the education program and is collected under the authority of the Museums Act.

**Consistent Uses:** The information may be used or disclosed for mailing lists (with consent of the individual) and evaluation and reporting purposes. With consent of the individual, photographs may be used in National Gallery promotional material, including on the Gallery's internet site.

**Retention and Disposal Standards:** Under development.

**RDA Number:** Under development.

**Related Record Number:** NGC 21-05

**TBS Registration:** 20100328

**Bank Number:** NGC PPU 004

#### Promotion

**Description:** Records relating to: Analysis, specification, design and delivery of the communications and marketing requirements and opportunities associated with the exhibition, including the implementation of the NGC branding program.





**Document Types:** Ticket Layouts, Correspondence, Final Promotional Text, Analytics

**Record Number:** NGC 21-06

*Insurance*

**Description:** Records relating to: Provision of insurance to protect the NGC and borrowed works in its care during the exhibition. Includes: Indemnification under comprehensive GC agreement, as applicable to a specific exhibition

**Document Types:** Insurance Policies, Claims

**Record Number:** NGC 21-07

*Immunity from Seizure*

**Description:** Records relating to: Steps taken to ensure that, regardless of cause, works included in an exhibition are protected from seizure by Canadian and international authorities.

**Document Types:** Clearances, Correspondence

**Record Number:** NGC 21-08

*Loans In – Negotiations*

**Description:** Records relating to: Negotiation of agreements with other organizations and individuals leading to the offer of works to the NGC for the purpose of the exhibition.

**Document Types:** Correspondence, Agreements

**Record Number:** NGC 21-09

*Private Lenders of Works of Art*

**Description:** This bank describes information about artists or other individuals who have lent, or who are considering lending, works of art from their personal collections to the National Gallery of Canada. Personal information may include name, contact information and information concerning their works of art.

**Class of Individuals:** Artists or other individuals who have lent or who are considering lending works of art to the National Gallery of Canada.

**Purpose:** Personal information is collected under the authority of the Museums Act and is used to account for all works of art on loan to the National Gallery of Canada and also to record source or provenance of the artworks.

**Consistent Uses:** With consent, selected information (e.g. name of lender) may be published on the National Gallery of Canada website, on exhibition labels and in publications. Information may also be shared with third-party insurance brokers and/or with the Department of Canadian Heritage, Canada Travelling Exhibitions Indemnification Program.



**Retention and Disposal Standards:** Under development

**RDA Number:** Under development

**Record Number:** NGC 21-09

**TBS Registration:** # 20110302

**Bank Number:** NGC PPU 010

*External Transit*

**Description:** Records relating to: The physical re-location of NGC and other works, typically performed by Technical Services and/or contractors, related to the exhibition.

**Document Types:** Movement Log, Work Orders

**Record Number:** NGC 21-10

*Sponsorships*

**Description:** Records relating to: Building on a stakeholder relationship, soliciting private financial and other support for the exhibition, leading to an agreement.

**Document Types:** Correspondence, Sponsorship Agreements

**Record Number:** NGC 21-11

*Installation*

**Description:** Records relating to: The review of installation instructions, the physical installation of the works by various means, the inspection of all installations to confirm their soundness, approval of the installation arrangements, and the occasional and regular maintenance of installation elements during the exhibition. Includes the fabrication of special design elements necessary to permit the safe and effective display of works included in the final List of Works.

**Document Types:** Schedule, Inspection Report, Maintenance Plan

**Record Number:** NGC 21-12

*Conservation*

**Description:** Records relating to: Examination and analysis leading to the documentation of the condition of all works in the exhibition, immediately prior to installation, during take-down and on other occasions as requested. Includes: Condition reporting and treatments.

**Document Types:** Condition Reports, Database record

**Record Number:** NGC 21-13

*Touring, by Venue*



**Description:** Records relating to: For exhibitions held at venues other than the NGC, the establishment of venue-specific planning elements. Includes: The itinerary of the offsite Exhibition, any variances from the Exhibition as held in other locations e.g. reductions in scope, and venue-specific promotional materials, such as a local Catalogue.

**Document Types:** Touring Itinerary, Correspondence, Agreements, Lists of Works, Tour Catalogues

**Record Number:** NGC 21-14

*Documentation*

**Description:** Records relating to: Recording the conditions, context, content and significant events associated with the exhibition. Includes: multi-media recordings, still images, text, audioguides etc. that capture the Exhibition works and related events.

**Document Types:** Database record, Exhibition Report, Multi-media Recordings, Photographs, Selected Texts, Audioguides etc.

**Record Number:** NGC 21-15

## LEARNING MANAGEMENT

Learning Management relates to: The work of making 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, involving the planning, development, implementation and evaluation of educational programs for all NGC stakeholder audiences, both onsite, offsite and online.

*Idea Management*

**Description:** Records relating to: Proposal management, conceptual design, benchmarking and other analysis, validation against the strategic plan and effectiveness criteria etc.

**Document Types:** Proposals, Designs, Benchmarks, Evaluation

**Record Number:** NGC 22-01

*Program Development*

**Description:** Records relating to: Establishing learning objectives, staffing and resourcing strategy, content and application development, publication development, design of an evaluation tool, and formative evaluation. Includes: Programs producing thematic didactics and the physical arrangement and presentation of any multi-media elements. Excludes: Exhibition-specific didactic elements and permanent collection wall text.

**Document Types:** Program Plan, Didactic Elements, Correspondence, Staffing Plan, Program Budget, Publication Text, Specifications, Evaluation Plan, Evaluation Tools



**Record Number:** NGC 22-02

*Program Implementation*

**Description:** Records relating to: The conduct of program activities, such as school visits, adult tours, special needs tours, recorded audio tours (for children and in foreign languages), the conferences, lectures and symposia, self-guided tour leaflets, in-person sessions with artists and experts, panel discussions, workshops, the operation of web-based games and applications, the delivery of online and teacher resources and video interviews, pod-casts, in-depth studies of particular works, etc., all as means of conveying developed ideas to the stakeholder community.

**Document Types:** Schedules, Attendance Lists, Accommodation Plans, Feedback Forms, Online logs

**Record Number:** NGC 22-03

*Evaluation*

**Description:** Records relating to: The regular assessment of Learning Management Program outcomes.

**Document Types:** Formative Evaluation Forms

**Record Number:** NGC 22-04

## Internal Services

Internal services constitute groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are management and oversight services, communications services, legal services, human resources management services, financial management services, information management services, information technology services, real property services, materiel services, acquisition services, and travel and other administrative services. Internal services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

### ACQUISITION SERVICES

Acquisition services involve activities undertaken to acquire a good or service to fulfill a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- [Procurement and Contracting Class of Record](#)
  - [Professional Services Contracts Personal Information Bank](#)



## COMMUNICATIONS SERVICES

Communications services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well-coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public—internal or external—receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- [Communications Class of Record](#)
  - [Internal Communications Personal Information Bank](#)
  - [Public Communications Personal Information Bank](#)

## FINANCIAL MANAGEMENT SERVICES

Financial management services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- [Financial Management Class of Record](#)
  - [Accounts Payable Personal Information Bank](#)
  - [Accounts Receivable Personal Information Bank](#)
  - [Acquisition Cards Personal Information Bank](#)

## HUMAN RESOURCES MANAGEMENT SERVICES

Human resources management services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies and plans.

- [Awards \(Pride and Recognition\) Class of Record](#)
  - [Recognition Program Personal Information Bank](#)
- [Classification of Positions Class of Record](#)
  - [Staffing Personal Information Bank](#)
- [Compensation and Benefits Class of Record](#)
  - [Attendance and Leave Personal Information Bank](#)



- [Pay and Benefits Personal Information Bank](#)
- [Employment Equity and Diversity Class of Record](#)
  - [Employment Equity and Diversity Personal Information Bank](#)
- [Hospitality Class of Record](#)
  - [Hospitality Personal Information Bank](#)
- [Human Resources Planning Class of Record](#)
  - [Human Resources Planning Personal Information Bank](#)
- [Labour Relations Class of Record](#)
  - [Canadian Human Rights Act – Complaints Personal Information Bank](#)
  - [Discipline Personal Information Bank](#)
  - [Grievances Personal Information Bank](#)
  - [Harassment Personal Information Bank](#)
  - [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
  - [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)
- [Occupational Health and Safety Class of Record](#)
  - [Employee Assistance Personal Information Bank](#)
  - [Harassment Personal Information Bank](#)
  - [Occupational Health and Safety Personal Information Bank](#)
  - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)
- [Official Languages Class of Record](#)
  - [Official Languages Personal Information Bank](#)
- [Performance Management Reviews Class of Record](#)
  - [Discipline Personal Information Bank](#)
  - [Performance Management Reviews Personal Information Bank](#)
- [Recruitment and Staffing Class of Record](#)
  - [Applications for Employment Personal Information Bank](#)
  - [Employee Personnel Record Personal Information Bank](#)



- [Personnel Security Screening Personal Information Bank](#)
- [Staffing Personal Information Bank](#)
- [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)
- [Relocation Class of Record](#)
  - [Relocation Personal Information Bank](#)
- [Training and Development Class of Record](#)
  - [Training and Development Personal Information Bank](#)

#### INFORMATION MANAGEMENT SERVICES

Information management services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- [Access to Information and Privacy Class of Record](#)
  - [Access to Information Act and Privacy Act Requests Personal Information Bank](#)
- [Information Management Class of Record](#)
  - [Library Services Personal Information Bank](#)

#### INFORMATION TECHNOLOGY SERVICES

Information technology services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- [Information Technology Class of Record](#)
  - [Electronic Network Monitoring Personal Information Bank](#)

#### LEGAL SERVICES

Legal services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- [Legal Services Class of Record](#)



## MANAGEMENT AND OVERSIGHT SERVICES

Management and oversight services involve activities undertaken for determining strategic direction and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies or plans.

- [Cooperation and Liaison Class of Record](#)
  - [Outreach Activities Personal Information Bank](#)
- [Executive Services Class of Record](#)
  - [Executive Correspondence Personal Information Bank](#)
- [Internal Audit and Evaluation Class of Record](#)
  - [Evaluation Personal Information Bank](#)
  - [Internal Audit Personal Information Bank](#)
- [Planning and Reporting Class of Record](#)

## MATERIEL SERVICES

Materiel services involve activities undertaken to ensure that materiel can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- [Materiel Management Class of Record](#)

## REAL PROPERTY SERVICES

Real property services involve activities undertaken to ensure that real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- [Real Property Management Class of Record](#)

## TRAVEL AND OTHER ADMINISTRATIVE SERVICES

Travel and other administrative services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- [Administrative Services Class of Record](#)
  - [Parking Personal Information Bank](#)





- [Boards, Committees and Council Class of Record](#)
  - [Governor in Council Appointments Personal Information Bank](#)
  - [Members of Boards, Committees and Councils Personal Information Bank](#)
- [Business Continuity Planning Class of Record](#)
  - [Business Continuity Planning Personal Information Bank](#)
- [Disclosure to Investigative Bodies Class of Record](#)
  - [Disclosure to Investigative Bodies Personal Information Bank](#)
- [Proactive Disclosure Class of Record](#)
  - [Hospitality Personal Information Bank](#)
  - [Travel Personal Information Bank](#)
- [Security Class of Record](#)
  - [Identification Cards and Access Badges Personal Information Bank](#)
  - [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
  - [Personnel Security Screening Personal Information Bank](#)
  - [Security Incidents and Privacy Breaches Personal Information Bank](#)
  - [Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes Personal Information Bank](#)
- [Travel Class of Record](#)
  - [Travel Personal Information Bank](#)

#### Legend

- Standard Classes of Records (CoRs)
- Standard Personal Information Banks (PIBs)

#### Classes of Personal Information

Some NGC files summarized in the Classes of Records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about the NGC collection, programs and services, information and advice given to individuals by NGC



employees about museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the NGC would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the NGC.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

## Manuals

- [Acquisitions Policy](#)
- [Code of Conduct](#)
- [Communications Policy](#)
- [Conservation Policy](#)
- [Contracting Policy](#)
- [Education and Public Programs Policy](#)
- Education and Public Programs – Evacuation Procedures for Front-Line Staff and Educator On Duty
- [Exhibitions Policy](#)
- [Governance Policy](#)
- [Harassment Prevention Policy](#)
- [Hospitality Policy](#)
- [Information Management Policy](#)
- [Investment Policy](#)
- [Library and Archives Collections Development Policy](#)
- [Loan Policy](#)
- [Naming Policy](#)
- [Research Policy](#)
- [Risk Management Policy](#)
- [Security Policy](#)



- [Social Media Guidelines](#)
- [Volunteer Policy](#)

## Additional Information

The Government of Canada encourages the release of information through requests outside of the ATIP process. You may wish to consult The National Gallery of Canada's completed [Access to Information \(ATI\)](#) summaries and open data.

To make an informal request, contact:

National Gallery of Canada  
380 Sussex Drive  
P.O. Box 427, Station A  
Ottawa, Ontario K1N 9N4  
T 613-990-3403  
F 613-990-8594  
Email: [info@gallery.ca](mailto:info@gallery.ca)

In keeping with the *Directive on Privacy Impact Assessment*, the National Gallery of Canada is responsible for conducting Privacy Impact Assessments (PIAs) to ensure that privacy implications will be appropriately identified, assessed and resolved before a new or substantially modified program or activity involving personal information is implemented. As no such programs or activities have been implemented to date, the Gallery has not yet conducted any PIAs.

Please see the [Introduction](#) to this publication for information on formal access procedures under the provisions of the *Access to Information Act* and the *Privacy Act*. The following outlines how to make a formal ATIP request.

Mail your letter or [Access to Information Request Form](#) (*Access to Information Act*) or [Personal Information Request Form](#) (*Privacy Act*), along with any necessary documents (such as consent or the \$5.00 application fee for a request under the *Access to Information Act*) to the following address:

Access to Information and Privacy Coordinator  
National Gallery of Canada  
P.O. Box 427, Station A  
Ottawa Ontario K1N 9N4

T 613-990-3403  
F 613-990-8594  
[InfoSource@gallery.ca](mailto:InfoSource@gallery.ca)



Please note: Each request made to The National Gallery of Canada under the *Access to Information Act* must be accompanied by an application fee of \$5.00, cheque or money order made payable to The National Gallery of Canada.

## Reading Room

In accordance with the *Access to Information Act* and the *Privacy Act*, an area on the premises will be made available should the applicant wish to review materials on site. The address is:

National Gallery of Canada, [Library](#)  
380 Sussex Drive  
Ottawa, Ontario

The Library at the National Gallery is open to the public without charge:

- 2 - 26 September: Monday - Friday, 1 pm - 5 pm
- from 30 September: Tuesday - Friday, 1 pm - 5 pm

Closed statutory holidays.

Archives collections are open by appointment only: (613) 998-8949.

