



National Security  
and Intelligence  
Review Agency

Office de surveillance des  
activités en matière de sécurité  
nationale et de renseignement

---

**2022 - 2023**

**Annual Report to Parliament on  
the *Privacy Act***

---

**National Security and Intelligence Review Agency Secretariat**

April 1, 2022 to March 31, 2023

# 1. Table of Contents

---

Introduction .....	2
Who We Are .....	2
Mandate .....	2
Reviews .....	3
Investigations .....	3
Access to Information and Privacy Office – Organizational Structure .....	4
Delegation Order.....	5
Performance 2022-2023.....	5
Performance in Processing Privacy Requests .....	5
Statistical Reports for 2022-2023 .....	5
Extensions and Completion Time of Closed Requests .....	5
Consultations .....	6
Impact of COVID-19 Measures .....	6
Complaints and Investigations .....	6
Training and Awareness .....	6
Policies, Guidelines, and Procedures .....	7
Initiatives and Projects to Improve Privacy .....	7
Summary of Key Issues and Actions Taken on Complaints.....	7
Material Privacy Breaches.....	7
Privacy Impact Assessments .....	7
Public Interest Disclosures .....	8
Monitoring Compliance .....	8
Appendix A: Delegation Order .....	9
Appendix B: 2022–23 Statistical Report on the <i>Privacy Act</i> .....	10
Appendix C: Supplemental Statistical Report on the <i>Access to Information Act</i> and <i>Privacy Act</i> .....	14

## Introduction

---

The *Privacy Act* gives individuals the right to access information about themselves that is held by the National Security and Intelligence Review Agency (NSIRSA) Secretariat, subject to certain specific and limited exceptions. The *Privacy Act* also protects the privacy of individuals by giving them substantial control over the collection, use, and disclosure of their personal information and by preventing others from having access to that information.

Section 72 of the Act requires the head of each government institution to prepare an annual report on the administration of the Act within the institution that is to be tabled in Parliament.

This report to Parliament, which is prepared and tabled in accordance with section 72 of the *Privacy Act*, describes the activities of the National Security and Intelligence Review Agency Secretariat in administering the Act during the period of April 1, 2022 to March 31, 2023.

If you require more information or wish to make a request under the *Access to Information Act* or the *Privacy Act*, please direct your inquiries to the following:

Access to Information and Privacy Office  
National Security and Intelligence Review Agency  
P.O. Box 2430, Station “D”  
Ottawa, Ontario, K1P 5W5  
Email: [ATIP@nsira-ossnr.gc.ca](mailto:ATIP@nsira-ossnr.gc.ca)

### **Who We Are**

Established in July 2019, NSIRA is an independent agency that reports to Parliament and conducts investigations and reviews of the federal government’s national security and intelligence activities.

The NSIRA Secretariat assists NSIRA in fulfilling its mandate. It is the NSIRA Secretariat, headed by an Executive Director, that is the government institution for the purposes of the *Privacy Act* and the *Access to Information Act*.

### **Mandate**

The NSIRA Secretariat supports NSIRA in its dual mandate to conduct reviews and investigations in relation to Canada’s national security or intelligence activities.

## **Reviews**

NSIRA's review mandate is broad, as outlined in subsection 8(1) of the *National Security and Intelligence Review Agency Act (NSIRA Act)*. This mandate includes reviewing the activities of both the Canadian Security Intelligence Service (CSIS) and the Communications Security Establishment (CSE), as well as the national security- or intelligence-related activities of any other federal department or agency. This includes, but is not limited to, the national security or intelligence activities of the Royal Canadian Mounted Police (RCMP), the Canada Border Services Agency (CBSA), the Department of National Defence (DND) and Canadian Armed Forces (CAF), Global Affairs Canada (GAC), and the Department of Justice. Further, NSIRA may review any national security or intelligence matters that a minister of the Crown refers to NSIRA.

NSIRA reviews assess whether Canada's national security and intelligence activities comply with relevant laws, policies, and ministerial directions, and whether they are reasonable and necessary. In conducting its reviews, NSIRA can make any findings or recommendations it considers appropriate.

## **Investigations**

NSIRA is responsible for investigating national security or intelligence-related complaints from members of the public. As outlined in paragraph 8(1)(d) of the *NSIRA Act*, NSIRA has the mandate to investigate complaints about:

- any activity of CSIS or of CSE;
- decisions to deny or revoke certain federal government security clearances;
- any complaint referred under subsection 45.53(4.1) or 45.67(2.1) of the *Royal Canadian Mounted Police Act*;
- reports made under section 19 of the *Citizenship Act*; and
- matters referred under section 45 of the *Canadian Human Rights Act*.

## Access to Information and Privacy Office – Organizational Structure

---

The NSIRA Secretariat's ATIP Office is accountable for the development and implementation of effective policies, guidelines, systems, and procedures to ensure that the NSIRA Secretariat meets its responsibilities under the *Access to Information Act* and the *Privacy Act*.

For the reporting period, the NSIRA Secretariat's ATIP Office consisted of:

- 1 Full-time Access to Information Consultant;
- 1 Part-time Privacy Consultant; and
- 1 Full-time ATIP Manager who fulfilled the duties that would normally be carried out by an ATIP Coordinator, as well as managed the ATIP Office in addition to fulfilling normal duties as Manager of Administrative Services for the Secretariat and Agency Members.

NSIRA Secretariat Senior General Counsel and Corporate Counsel supported the ATIP Office on an as required basis.

The ATIP Office is responsible for the following:

- monitoring compliance with ATIP legislation and relevant procedures and policies;
- processing requests under both the *Access to Information Act* and the *Privacy Act*;
- developing and maintaining policies, procedures, and guidelines to ensure that the NSIRA Secretariat respects the *Access to Information Act* and the *Privacy Act*;
- maintaining Personal Information Banks and conducting privacy impact assessments.
- preparing annual reports to Parliament and other statutory reports, as well as other material that might be required by central agencies; and
- representing the NSIRA Secretariat in dealings with the Treasury Board of Canada Secretariat, the information and privacy commissioners, and other government departments and agencies in matters pertaining to the *Access to Information Act* and the *Privacy Act*.

The NSIRA Secretariat was a party to a service agreement under section 73.1 of the *Privacy Act* during the reporting period, pursuant to which it received administrative services from the Privy Council Office related to the tabling of the *Privacy Act* annual report in Parliament. The NSIRA Secretariat was also a party to a service agreement under section 71.1 of the Act, pursuant to which it received ATIP Online services from the Treasury Board of Canada Secretariat.

To assist the ATIP Office in meeting its overall legislative obligations, the NSIRA Secretariat relied on a collaborative internal group of subject matter points of contact from all its branches.

## Delegation Order

---

The Executive Director, as the Head of the NSIRA Secretariat, is responsible for the administration of the *Privacy Act* within the institution. Pursuant to section 73 of the *Privacy Act*, the Executive Director has delegated the ATIP Manager and ATIP Officer – as well as persons acting in these positions – to perform powers, duties, and functions for the administration of the Act. These positions have limited delegation of authority under the Act and the *Access to Information Act*, in accordance with the delegation of authority instrument approved by the Executive Director in August 2022. The *Privacy Act* Delegation Order can be found in Appendix A.

## Performance 2022-2023

---

### **Performance in Processing Privacy Requests**

During the reporting period, from April 1, 2022 to March 31, 2023, the NSIRA Secretariat received 12 formal requests. All 12 requests were completed during the reporting period. No requests were carried over from the previous reporting period.

### **Statistical Reports for 2022-2023**

The institution's 2022-2023 Statistical Report on the *Privacy Act* and Supplemental ATIP Statistical Report for 2022-2023 are found in Appendices B and C.

### **Extensions and Completion Time of Closed Requests**

During the reporting period, the NSIRA Secretariat invoked extensions in processing 5 requests: 3 extensions of 31 to 60 days, and 2 extensions of 61 to 120 days, all of which included extensions necessary to consult with third parties.

Of the requests completed during the reporting period:

- 1 request, or 8.33% of the requests completed, was disclosed in its entirety. This request was completed within 16 to 30 days.
- 4 requests, or 33.33% of the requests completed, were disclosed in part. 1 request completed within 16 to 30 days, 2 requests completed within 31 to 60 days, and 1 request completed within 61 to 120 days.

- 7 requests, or 58.33% of the requests completed, resulted in no records. 1 request completed within 1 to 15 days, 4 requests completed within 16 to 30 days, 1 request completed within 31 to 60 days, and 1 request completed within 61 to 120 days.

The NSIRA Secretariat's responses to many requests required intensive review of complex records, including extensive internal and external consultations. In 2022-23, the NSIRA Secretariat's on-time response rate decreased to 58.33% from 71% in the previous reporting year.

## **Consultations**

No consultations were received by the NSIRA Secretariat during the reporting period.

## **Impact of COVID-19 Measures**

During the reporting period, the NSIRA Secretariat was not affected by measures related to the COVID-19 pandemic.

## **Complaints and Investigations**

During the reporting period, the NSIRA Secretariat received 9 privacy complaints, 2 of which were related to access. All 9 complaints remained active on March 31, 2023.

Moreover, one privacy breach-related investigation initiated by the Privacy Commissioner in fiscal year 2020-2021 continued during the reporting period and remained active on March 31, 2023.

## **Training and Awareness**

---

During the reporting period, privacy training requirements were identified for all NSIRA Secretariat employees, as well as for those with functional or delegated responsibility for the administration of the *Privacy Act*, in accordance with the *Directive on Personal Information Requests and Correction of Personal Information*. The Canada School of Public Service course *Access to Information and Privacy Fundamentals* (COR502) was included as mandatory training in all employees' training curriculum.

In addition, an all-staff lunch and learn session was held in August 2022 to provide employees with a debrief of the International Association of Privacy Professionals Privacy Conference.

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

---

The NSIRA Secretariat updated the Delegation Order during the reporting period and also established its internal Directive on Managing Security and Safety Events in March 2023, which provides for coordination with the ATIP Office and Office of Primary Interest when a security event involves a suspected or actual privacy breach.

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

---

The NSIRA Secretariat's IT team began work to develop an ATIP software tool for our classified and unclassified systems. The NSIRA Secretariat also signed a memorandum of understanding with TBS to make full use of ATIP Online and implemented the tool during the reporting period.

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

---

As previously outlined, all 9 complaints received during the reporting period remained active on March 31, 2023. The NSIRA Secretariat meaningfully engaged with the Office of the Privacy Commissioner on all active investigations and disclosed additional records in 1 of the 2 access-related complaints.

## **Material Privacy Breaches**

---

In the 2022-2023 reporting period, no material privacy breaches occurred.

## **Privacy Impact Assessments**

---

The NSIRA Secretariat did not complete any PIAs in 2022-2023. During the reporting period, the NSIRA Secretariat received feedback from TBS for its PIA on the creation of NSIRA — which had been submitted to TBS in FY 2021-2022 — and undertook revisions to the PIA. During the reporting



period, the NSIRA Secretariat also launched a PIA exercise pertaining to its investigations-related activities.

## Public Interest Disclosures

---

No disclosures were made pursuant to paragraph 8(2)(m) of the *Privacy Act* during the reporting period.

## Monitoring Compliance

---

In order to meet the legislative deadlines for privacy requests, deadlines for individual requests are strictly monitored by using MS Outlook reminders. The ATIP Manager organizes ad hoc meetings to discuss request-related activities (such as whether inter-institutional consultations are necessary), determine deadlines and ensure that all team members are informed of the status of files. At bi-weekly team meetings with the Senior General Counsel and Corporate Counsel, the ATIP Manager raises and discusses compliance with legislative and policy obligations. The Executive Director is also briefed on all ATIP compliance issues.

For contracts issued during the reporting period, the NSIRA Secretariat included a Standard Procurement Clause on the Handling of Personal Information or a Supplemental General Condition on Personal Information from Public Services and Procurement Canada's *Standard Acquisition Clauses and Conditions Manual*.

# Appendix A: Delegation Order

## Access to Information Act Delegation Order

The Executive Director of the National Security and Intelligence Review Agency Secretariat, pursuant to section 95 of the *Access to Information Act*\*, hereby delegates the persons holding the positions or acting in the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Executive Director of the National Security and Intelligence Review Agency Secretariat as the head of a government institution under the provision of the *Access to Information Act* or the *Access to Information Regulations* set out in the schedule opposite each position.

### SCHEDULE

POSITION	PROVISION OF THE ACCESS TO INFORMATION ACT OR THE ACCESS TO INFORMATION REGULATIONS
Executive Director National Security and Intelligence Review Agency Secretariat	<u>Access to Information Act</u> 4(2.1), 6.1(1), 6.1(1.3), 6.1(1.4), 6.1(2), 7, 8(1), 9, 10, 11(2), 12(2)(b), 12(3)(b), 13, 14, 15, 16, 16.5, 17, 18, 18.1, 19, 20, 21, 22, 22.1, 23, 23.1, 24, 25, 26, 27(1), 27(4), 28(1)(b), 28(2), 28(4), 33, 35(2)(b), 37(4), 41(2), 43(2), 44(2), 52(2), 52(3), 94(1), 94(4), 96(3), 96(4), 96(5) <u>Access to Information Regulations</u> 6(1), 8, 8.1
Office Manager National Security and Intelligence Review Agency Secretariat	<u>Access to Information Act</u> 4(2.1), 7, 8(1), 9, 11(2), 12(2)(b), 12(3)(b), 19, 27(1), 27(4), 28(1)(b), 28(2), 28(4), 33, 35(2)(b), 94(1), 94(4) <u>Access to Information Regulations</u> 6(1), 8, 8.1
ATIP Officer National Security and Intelligence Review Agency Secretariat	<u>Access to Information Act</u> 4(2.1), 7, 8(1), 9, 11(2), 12(2)(b), 12(3)(b), 19, 27(1), 27(4), 28(1)(b), 28(2), 28(4), 33, 35(2)(b), 94(1), 94(4) <u>Access to Information Regulations</u> 6(1), 8, 8.1

\*1980-81-82-83, c. 111, Sch. I; R.S.C., 1985, c. A-1

## Privacy Act Delegation Order

The Executive Director of the National Security and Intelligence Review Agency Secretariat, pursuant to section 73 of the *Privacy Act*\*, hereby delegates the persons holding the positions or acting in the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Executive Director of the National Security and Intelligence Review Agency Secretariat as the head of a government institution under the provision of the *Privacy Act* or the *Privacy Regulations* set out in the schedule opposite each position.

### SCHEDULE

POSITION	PROVISION OF THE PRIVACY ACT OR THE PRIVACY REGULATIONS
Executive Director National Security and Intelligence Review Agency Secretariat	<u>Privacy Act</u> 8(2)(j), 8(2)(m), 8(4), 8(5), 9(1), 9(4), 10, 14, 15, 16, 17(2)(b), 17(3)(b), 18(2), 19(1), 19(2), 20, 21, 22,
	22.3, 23, 24, 25, 26, 27, 27.1, 28, 33(2), 35(4), 51(2)(b), 72(1), 72(4) <u>Privacy Regulations</u> 9, 11(2), 11(4), 13(1), 14
Office Manager National Security and Intelligence Review Agency Secretariat	<u>Privacy Act</u> 9(4), 10, 14, 15, 17(2)(b), 17(3)(b), 18(2), 26, 33(2), 72(1), 72(4) <u>Privacy Regulations</u> 9
ATIP Officer National Security and Intelligence Review Agency Secretariat	<u>Privacy Act</u> 9(4), 10, 14, 15, 17(2)(b), 17(3)(b), 18(2), 26, 33(2), 72(1), 72(4) <u>Privacy Regulations</u> 9

\*1980-81-82-83, c. 111, Sch. II; R.S.C., 1985, c. P-21

Davies,  
John

Digitally signed by  
Davies, John  
Date: 2022.08.04  
15:35:35 -04'00'

John Davies  
Executive Director  
National Security and Intelligence Review Agency Secretariat

# Appendix B: 2022–23 Statistical Report on the Privacy Act



## Statistical Report on the Privacy Act

Name of institution: National Security and Intelligence Review Agency  
 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	12
Outstanding from previous reporting periods	0
- Outstanding from previous reporting period	0
- Outstanding from more than one reporting period	0
<b>Total</b>	<b>12</b>
Closed during reporting period	12
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	10
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>12</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>	<b>0</b>
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>	<b>0</b>

#### 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 Released	Pages Released	Number of Requests Released	Pages Released	Number of Requests Released	Pages Released	Number of Requests Released	Pages Released	Number of Requests Released	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	1	0	0	0	0	0	1
Disclosed in part	0	1	2	1	0	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	4	1	1	0	0	0	7
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>6</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>

#### 3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	3	23(a)	0
18(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
18(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
18(1)(c)	0	22(1)(b)	4	24(b)	0
18(1)(d)	0	22(1)(c)	0	25	0
18(1)(e)	0	22(2)	0	26	0
18(1)(f)	0	22.1	0	27	2
20	0	22.2	0	27.1	0
21	1	22.3	0	28	0
		22.4	0		

#### 3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(1)(a)	0	70(1)	0	70(1)(d)	0
68(1)(b)	0	70(1)(a)	0	70(1)(e)	0
68.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

#### 3.4 Format of information released

Paper	Electronic				
	E-record	Data set	Video	Audio	Other
0	5	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
795	795	5

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	1	1	0	0	0	0	0	0	0	0
Disclosed in part	3	150	0	0	1	644	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>	<b>4</b>	<b>151</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>644</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	7
Percentage of requests closed within legislated timelines (%)	68.33333333

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
5	0	3	0	2

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	1	1
16 to 30 days	1	0	1
31 to 60 days	1	1	2
61 to 120 days	1	0	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	<b>3</b>	<b>2</b>	<b>5</b>

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>	<b>0</b>	<b>0</b>	<b>0</b>

**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 Confidence Section (Section 70)	External	Internal	
3	0	1	0	0	0	2	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 Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	1	0	0	0	2	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>

**Section 7: Consultations Received From Other Institutions and Organizations**

**7.1 Consultations received from other Government of Canada institutions and other organizations**

Consultations	Other Government of Canada	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

**7.2 Recommendations and completion time for consultations received from other Government of Canada institutions**

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Section 8: Completion Time of Consultations on Cabinet Confidences**

**8.1 Requests with Legal Services**

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Discovered	Number of Requests	Pages Discovered	Number of Requests	Pages Discovered	Number of Requests	Pages Discovered	Number of Requests	Pages Discovered
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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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 Discovered	Number of Requests	Pages Discovered	Number of Requests	Pages Discovered	Number of Requests	Pages Discovered	Number of Requests	Pages Discovered
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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Section 9: Complaints and Investigations Notices Received**

Section 31	Section 33	Section 35	Court action	Total
1	8	0	0	9

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

**10.1 Privacy Impact Assessments**

Number of PIAs completed	0
Number of PIAs modified	

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

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

**Section 12: Resources Related to the Privacy Act**

**12.1 Allocated Costs**

Expenditures		Amount
Salaries		\$50,000
Overtime		\$0
Goods and Services		\$5,000
• Professional services contracts	\$5,000	
• Other	\$0	
<b>Total</b>		<b>\$65,000</b>

**12.2 Human Resources**

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.000
Part-time and casual employees	1.000
Regional staff	0.000
Consultants and agency personnel	0.500
Students	0.000
<b>Total</b>	<b>1.500</b>

Note: Enter values to three decimal places.

# Appendix C: Supplemental Statistical Report on the Access to Information Act and Privacy Act



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

Name of institution: National Security and Intelligence Review Agency

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

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

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

### Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records			52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

### Section 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 Within Legislated Timelines as of	Open Requests that are Beyond Legislated Timelines as of	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the Privacy Act

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

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	9
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	9

### Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?  No

### Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?  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

