



**Annual Report on the Administration
of the Privacy Act
2023–2024**



Canadian Space
Agency

Agence spatiale
canadienne

Canada^{ca}



Annual Report to Parliament – Privacy Act – 2024

Ce document est également offert en français sous le titre Rapport annuel au Parlement 2023-2024 – Loi sur la protection des renseignements personnels - 2024

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Introduction

The Privacy Act (R.S.C. 1985, c. P-21, the *Act*) was proclaimed into force on July 1, 1983. It extends the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and provides individuals with a right of access to that information.

Section 72 of the *Act* requires each head of a federal government institution to submit a report to Parliament on the administration of the Act within their institution during the fiscal year. We are pleased to provide the following Annual Report to Parliament on the Administration of the Privacy Act in accordance with section 72. It provides an overview on the activities of the Canadian Space Agency (CSA) during the reporting period of April 1, 2023 to March 31, 2024.

The CSA is not reporting on behalf of wholly owned subsidiaries or non-operational institutions.

Mandate of the CSA

To provide a better understanding of the context in which the *Act* is implemented at the CSA, this section gives an overview of the institution's objectives and activities.

The CSA reports to the Minister of Innovation, Science and Industry. Its mandate, as set out in the *CSA Act*, is “*to promote the peaceful use and development of space, to advance the knowledge of space through science and to ensure that space science and technology provide social and economic benefits for Canadians.*”

Mission

The CSA is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.

To fulfil its mission, the CSA:

- pursues excellence collectively;
- advocates a client-centred attitude;
- supports employee-oriented practices and open communications;





- commits itself to both empowerment and accountability; and
- pledges to co-operate and work with partners for our mutual benefit.

The CSA has been a source of inspiration for Canadians since its creation in 1989. In addition to consolidating major federal space programs, it coordinates all the components of the Canadian Space Program and manages Canada's major space-related activities.

More information about the CSA can be found at the following: <http://www.asc-csa.gc.ca>.

Organizational Structure

The Access to Information and Privacy (ATIP) office is a member of the Information Management and Information Technologies Directorate (IM-IT). The IM-IT Directorate is led by the Director General and Chief Information Officer who reports to the Vice-President Corporate Strategy, Innovation and Chief Financial Officer. The Access to Information and Open Government Coordinator is overseen by the Cybersecurity & Information Management Director.

The ATIP Office is the central coordinating office for all requests received by the CSA under the *Access to Information Act* and the *Privacy Act*. It provides advice to senior management on the implementation of statutes and prepares reports to Parliament, the Treasury Board Secretariat and senior management. The ATIP Office also represents the CSA in complaints and investigations conducted by the Information Commissioner and Privacy Commissioner of Canada, and in any Federal Court application arising from ATIP matters.

The main functions of the CSA ATIP Office are ATIP Operations and Privacy. Analysts assigned to ATIP Operations coordinate and process the CSA's ATIP requests. These analysts are responsible for coordinating with sectors, performing a "line-by-line" review of records. Conversely, the analyst assigned to Privacy provides privacy recommendations and expertise within the CSA. The analyst leads the horizontal implementation of departmental privacy policies, conducts risk analyses including privacy





impact assessments and privacy protocols for non-administrative purposes; as well as the prevention and management of privacy breaches.

To help meet the increase in volume and complexity of requests, the ATIP Office added 1 additional position of senior officer during the fiscal year, as well as 1 consultant during the reporting period. As of March 31, 2024, the ATIP Office was comprised of 4 full-time employees which include: 1 ATIP coordinator, 2 senior officers and 1 junior officer.

Evolving Role of the ATIP Office

Open Government is becoming a global priority in improving transparency and making information more readily available to the public. The Government of Canada is no exception in that regard and has implemented a series of commitments in which departments and agencies are taking part. Briefly, the goal is to release as much data and information as possible in a manner that is accessible, interoperable, and publicly usable. This vision of transparency is closely linked to the principles in the application of the *Act*.

In 2016–2017, organizational changes were put in place to merge Open Government initiatives within the mandate of the CSA ATIP Office. As a result of this innovative and effective pairing, the CSA ATIP Office has become a one-stop shop not only for CSA employees wishing to share information but also members of the public wishing to obtain information. This has resulted in a centralization of activities and made it possible for the CSA to optimize its acquisition and application of knowledge.

Request Processing Procedure

When it receives a request under the *Act*, the ATIP Office consults the appropriate Office of Primary Interest (OPI) and, as necessary, other government departments and third-party stakeholders. These parties include but are not limited to Justice Canada, information-related communities of practice, Treasury Board Secretariat (TBS) and other institutions.

Once the documents have been analyzed and the consultations held, the ATIP Office recommends the application of the exemptions to the Chief Information Officer of the





CSA. The Chief Information Officer is responsible for approving the communication of documents disseminated under the *Act*. The records in response to the request are then sent to the requester.

Service Agreements

Pursuant to section 73.1 of the *Act*, government institutions may provide (or receive) services to another government institution under the responsibility of the same minister. In 2023-2024, the CSA was not party to any agreement for such services under the portfolio of the Minister of Innovation, Science and Industry.

Delegation Order

Under the *Act*, the head of the CSA is the Minister of Innovation, Science and Industry. Decision-making responsibility for the application of the various provisions of the *Access to Information Act* and the *Privacy Act* have been formally established and are outlined in the departmental Delegation of Authority Instrument found in Appendix A of this report.

The Delegation Order in effect during the 2023-2024 reporting report was approved by the Minister of Innovation, Science and Industry on May 2021. The instrument identified that powers are delegated to the Chief Information Officer and the Access to Information and Open Government Coordinator.

Interpretation of the Statistical Report

The CSA's statistical report on the *Privacy Act* is included in Appendix B of this report.

Between April 1, 2023 and March 31, 2024, the CSA received 11 requests under the *Privacy Act*. There were no requests carried forward from previous reporting periods.

In the 2023-2024 fiscal year, a total of 9 requests were completed and 2 requests were carried forward to the next reporting period. The 2 requests carried forward to the following year were both within legislative timelines.

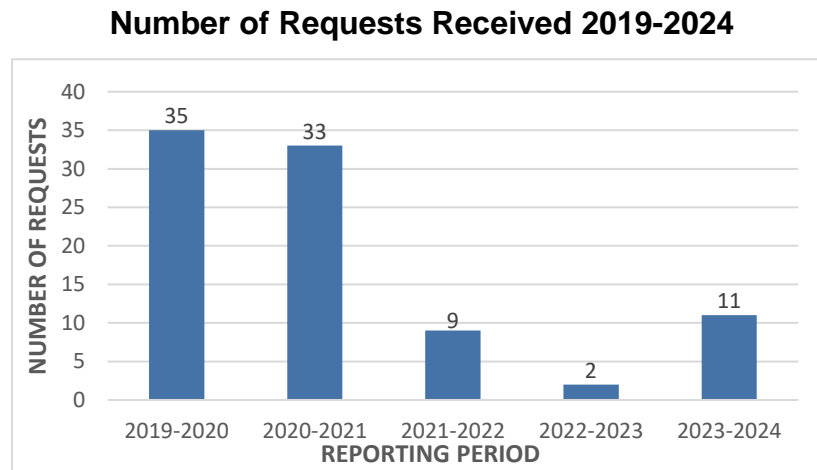
All 11 requests received this fiscal year were submitted through the ATIP Online Request Service.

There were no informal requests received during the 2023-2024 fiscal year.





The following table illustrates the trend in number of requests received under the *Privacy Act* from 2019-2020 to 2023-2024:



Performance for 2023-2024

The CSA received 9 more requests under the *Privacy Act* in 2023-2024 than in the previous fiscal year. While this represents a substantial increase in the number of privacy requests received, it is comparable to the total number of requests received 2 years ago (2021-2022).

The CSA completed 9 personal information requests under the *Privacy Act* in 2023-2024 and all were processed within the legislated time limits outlined in the *Act* which represents a 100% compliance response rate.

Disposition and Processing Times

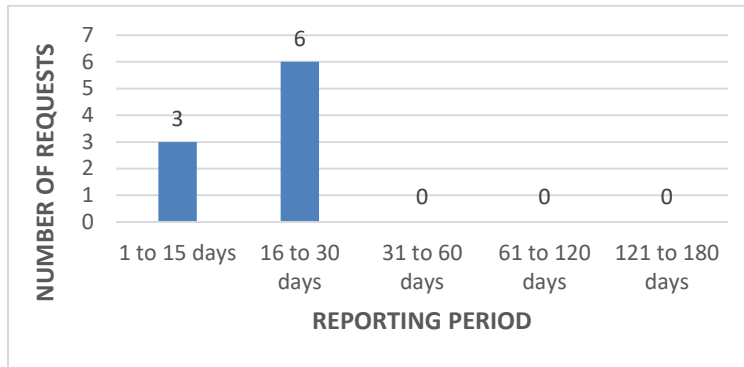
The CSA completed all 9 requests in 2023-2024 within the first 30 calendar day timeframe (100%). More specifically, 3 requests (33%) were completed within 1-15 days and 6 requests (66%) were completed within 16 to 30 days.

The following table illustrates the processing times of requests that were completed under the *Privacy Act* during the reporting period of 2023-2024:





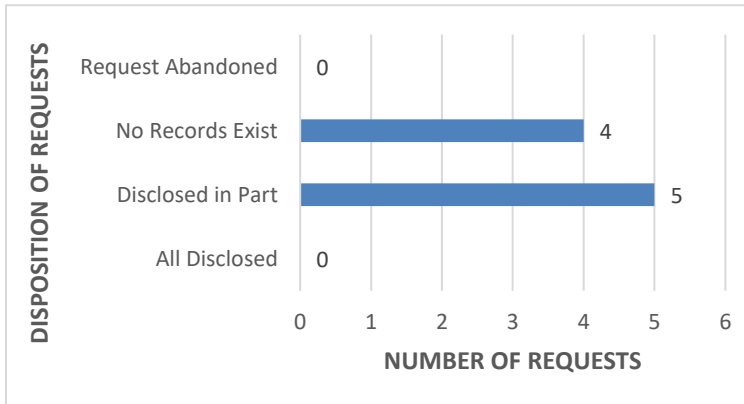
Processing Times, Requests 2023-2024



At the conclusion of the 2023-2024 reporting period, 2 requests within the legislative timelines were carried forward to the following reporting period. Additionally, 5 requests (60%) were partially disclosed, and records were not located in 4 requests (40%).

The following table illustrates the disposition of completed requests during the 2023-2024 reporting period:

Disposition of Requests 2023-2024



Extensions Invoked

The legislation allows for extensions when the response requires internal or external consultations, additional review time due to large amount of records, or when the review could interfere with the operations of the government institution. During the reporting period, there were no requests which were extended pursuant to paragraph 15 (a) (ii) of the Act.





Exemptions and Exclusions Invoked

The Privacy Act allows institutions to exempt information from being released for a variety of reasons. Among the 5 partially disclosed requests, article 27 [solicitor-client privilege] was applied in 6 instances and article 26 [information about another individual] was applied in 5 instances.

Format of Information Disclosed

All requests completed in 2023-2024 were disclosed electronically.

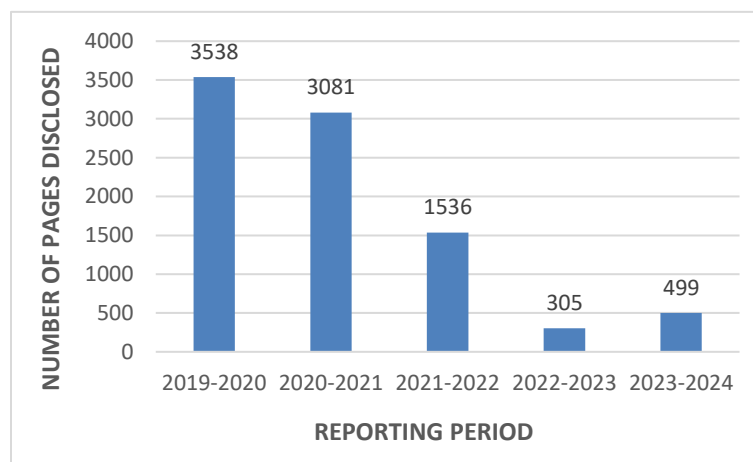
Pages Reviewed and Disclosed

The number of pages disclosed can vary considerably from year to year, depending on the subject matter of requests and the number of relevant documents held by the CSA.

In 2023-2024, the number of pages processed during the year increased with a total of 1479 pages processed; compared to 490 the previous year. However, the average final number of pages in each request was only 71 pages which is a decrease compared to the average from the previous reporting period of 2022-2023 which was 153 pages.

The following table illustrates the number of pages disclosed were completed under the *Privacy Act* during the reporting period of 2023-2024:

Total Number of Pages Disclosed 2019-2024





Corrections

Paragraph 12(2)(a) of the Privacy Act gives individual the right to request a correction of their personal information held by the federal government. The CSA did not receive any requests for correction in the 2023-2024 reporting period.

Disclosure under Subsection 8(2)

Paragraphs 8(2)(e), (f), (g) and (m) of the Privacy Act permit the disclosure of personal information to various investigative bodies and Members of Parliament, as well as disclosure in the public interest. The CSA did not undertake any disclosure under subsection 8(2), including under paragraph 8(2)(m), in the 2023-2024 reporting period.

Consultations Received from Other Federal Institutions

It is uncommon for the CSA to receive consultation requests from other government institutions or organizations relating to personal information. In 2023-2024, the CSA did not receive any such requests.

Administration Fees and Costs

In the 2023-2024 reporting period, the total cost of administering the *Privacy Act* was \$197,771 for the CSA. Of this amount, 97% of the costs were dedicated to salary with an amount of \$191,409. The cost of goods and services represented 3% (\$6,362). This expense is related to the awarding of a contract in support of privacy assessments.

Training and Awareness

In addition to managing requests, the ATIP Office provides all CSA employees with guidance and advice on complying with the *Act*. This guidance is presented to all CSA employees but also to targeted professional groups such as: Human Resources, Information Technology, Contracting/Procurement, etc. This ensures knowledge of common privacy principles but also tailored to the mandate of different CSA sectors.





This year the CSA benefited from the services of a consultant to deliver privacy awareness training throughout the Agency. More than 170 employees participated in 10 awareness sessions which covered the following topics:

- Privacy through an Indigenous perspective
- Privacy 101
- Privacy Impact Assessment 101
- ATI 101 with a focus on commercial information, trade secrets and international relations
- Privacy Notices and Personal Information Banks
- Privacy considerations during the purchase of software

The purpose of these training sessions was to raise awareness concerning the role of employees and their responsibilities as they relate to the handling of personal information and the processing of privacy and access requests.

In addition to the courses offered above, employees were also invited to take the ATIP Fundamentals course (I015) given by the Canada School of Public Service.

Information sessions are also available on the processing of privacy requests at the CSA. This training session covers an overview of procedures and responsibilities during the processing of a request. In 2023-2024, 1 session was delivered to approximately 28 individuals.

Policies, Guidelines and Procedures

In the reporting period of 2022-2023, the ATIP Office created a three-year Privacy Awareness Plan. The purpose of this framework is to guide the advancement of Privacy awareness at the CSA.

Within this framework, 5 principles were identified in the Privacy Awareness Plan and are as follows:

1. Program Design and Delivery
2. Employee Outreach





3. Internal and External Controls
4. Risk Management and Compliance
5. Management of Privacy Breaches.

In each of the 5 principles mentioned above, the CSA ATIP Office identified multiple short, medium, and long-term goals for each principle. In 2023-2024, the CSA ATIP office worked towards the implementation of medium-term goals identified in the Privacy Awareness Plan. These actions included the following: promoting oversight and accountability, creating PIA checklists for administrative information, promoting best practices when sharing information internally, ongoing general privacy awareness, developing oversight to ensure privacy requirements are being used effectively, creating a policy on privacy impact assessments, creating an internal directive on monitoring compliance and automating privacy breach notices.

In 2023-2024, no changes were made to CSA policies, guidelines, and procedures for the administration of the *Privacy Act*. However, the CSA ATIP Office completed a new internal webpage and will continue to draft privacy policies. The ATIP Office also continues to offer targeted awareness training to groups of interest (ie. Human Resources, Information Technology, etc.).

Initiatives and Projects to Improve Privacy

The CSA continues to use the Treasury Board Secretariat's online ATIP Request Service to receive requests under the Act.

The ATIP Office currently uses an access to information request management tool which was implemented in 2019-2020. After obtaining this tool, the ATIP Office was able to benefit from its functions which facilitated the production of reports and follow-up of access to information requests. Through TBS procurement, the ATIP Office is preparing for a new system to be implemented in 2024-2025.





Summary of Key Issues and Actions Taken on Complaints

No complaints were received by the CSA in 2023-2024. Additionally, no applications or appeals were filed with the Federal Court or Federal Court of Appeal during the reporting period.

Material Privacy Breaches

A privacy breach involves improper or unauthorized collection, use, disclosure, retention, or disposal of personal information. In 2023-2024, there were no material privacy breaches.

Privacy Impact Assessments

All government institutions that are subject to the *Act* and that create, sponsor or fund programs, projects or initiatives involving the collection, use or sharing of personal information, are responsible for conducting a Privacy Impact Assessment. TBS [Directive on Privacy Impact Assessment](#) supports institutions such as the CSA in this activity. During the reporting period, there were no privacy impact assessments that were initiated or completed.

Public Interest Disclosures

Section 8(2)(m) of the Privacy Act allows the head of a government institution to disclose personal information without the consent of the individual concerned where, in his opinion, there are grounds for public interest would clearly justify a possible invasion of privacy, or where it is clearly in the best interests of the individual to do so. During the reporting period, the CSA did not disclose any personal information in accordance with this provision.

Monitoring Compliance

The CSA ATIP Office engaged regularly with departmental official at various levels to ensure privacy requests were processed in a timely and efficient manner. Meetings were held regularly with CSA sectors and analysts to ensure that timelines were





respected in all requests. For all requests, legislative deadlines are tracked through an electronic ATIP request processing system and deadlines are followed-up on a regular basis. The ATIP Office also continues to seek to streamline the need for consultations ‘only as required’ both within the CSA and with other government institutions.

In delivering its mandate, the CSA ATIP Office is involved in many horizontal privacy initiatives and recommendations. The ATIP Office works collaboratively with program sectors to ensure that privacy requirements are reflected in contracts, MOUs, and information sharing agreements. The ATIP Office is also focused on the development of tools, guides, and policies to raise awareness, maintain compliance and report on access and privacy processes and procedures.

The ATIP Office produces weekly reports to monitor performance within the CSA. The weekly reports are sent to the Vice-Presidents, Chief Information Officer, Communications, Innovation, Science and Economic Development Canada, and other groups who may have interest in the subject matter of the request.

Conclusion

The CSA ATIP Office continues to implement its mandate to respond to all requests for access to personal information in accordance with the *Privacy Act*.





Annex A - Delegation Order

Approved in May 2021

Canadian Space Agency

Agence spatiale canadienne

Access to Information Act and Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels

The Minister of Industry, pursuant to subsections 95(1) of the *Access to Information Act* and 73(1) of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, under the section of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders

En vertu des paragraphes 95(1) de la *Loi sur l'accès à l'information* et 73(1) de la *Loi sur la protection des renseignements personnels*, le ministre de l'Industrie délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les articles des lois mentionnées en regard de chaque poste. Le présent arrêté de délégation remplace et annule tout décret antérieur.

Schedule / Annexe

<u>Position / Poste</u>	<u>Access to information Act and Regulations / Loi sur l'accès à l'information et règlements</u>	<u>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</u>
Chief Information Officer / Dirigeant principal de l'information	Full authority / Autorité absolue	Full authority / Autorité absolue
Coordinator Access to Information and Open Data / Coordonnateur, Accès à l'information et données ouvertes	Full authority / Autorité absolue	Full authority / Autorité absolue

Dated, at the City of Ottawa

Daté, en la ville d'Ottawa

This ___ day of _____, 2021

Ce ___ jour de _____ 2021

Minister of Industry

Ministre de l'Industrie





Annex B - Statistical Report on the *Privacy Act*

Statistical Report on the *Privacy Act*

Name of institution: Canadian Space Agency

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		11
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period		
• Outstanding from more than one reporting period	0	
Total		11
Closed during reporting period		9
Carried over to next reporting period		2
• Carried over within legislated timeline		2
• Carried over beyond legislated timeline		0

1.2 Channels of requests

Source	Number of Requests
Online	11
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	11

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		
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		
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
Total	0

2.3 Completion time of informal requests

Completion Time							Total
0 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	
0	0	0	0	0	0	0	0

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	3	2	0	0	0	0	5
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	3	1	0	0	0	0	0	4
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	3	4	2	0	0	0	0	9





3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	5
19(1)(f)	0	22.1	0	27	6
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 Exclusions

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

3.4 Format of information released

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

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1479	499	5

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	4	949	1	530	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
Total	0	0	4	949	1	530	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0





3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	2	0	0	2
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	2	0	0	2

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	9
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

3.7.2 Request closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 4: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

Section 5: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Section 6: Extensions

6.1 Reasons for extensions

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

6.2 Length of extensions

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





Section 7: Consultations Received From Other Institutions and Organizations

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

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

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

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

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

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

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

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

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0





10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	8	0	0	0
Central	50	0	0	0
Total	58	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	1
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$191,409
Overtime		\$0
Goods and Services		\$6,362
• Professional services contracts	\$6,362	
• Other		
Total		\$197,771

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.800
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.150
Students	0.000
Total	1.950

Note: Enter values to three decimal places.





Annex C – Supplemental Statistical Report

Section 2: Open Requests and Complaints Under the *Privacy Act*

2.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	2	0	2
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	2	0	2

2.2 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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	
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Section 4: Universal Access under the *Privacy Act*

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
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