



Canada Council
for the Arts

Conseil des arts
du Canada

Canada Council for the Arts

Administration of the
Privacy Act
2022-2023

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Introduction

The *Privacy Act*, (the *Act*) 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 to provide individuals with a right of access to that information.

The *Act* protects an individual's privacy by preventing others from having unlawful access to personal information as well as permits an individual with specific rights regarding the collection, use and disclosure of this information. The *Act* applies to all personal information that the federal government collects, uses and discloses—be it about individuals or federal employees. The *Act* relates to an individual's right to access and correct personal information the Government of Canada holds about them or the Government's collection, use and disclosure of their personal information in the course of providing services.

The Canada Council is committed to protecting the privacy of individuals with respect to the personal information that is under its control by limiting its interventions into the private lives of Canadians to lawful and necessary purposes and ensuring privacy protection.

The *Act* requires the head of every federal government institution to submit an annual report to Parliament on the administration of the *Act* following the close of each fiscal year. This annual report is prepared and is being tabled before each House of Parliament in accordance with section 72 of the *Act*. This report summarizes how the Canada Council has fulfilled its privacy responsibilities during the fiscal year 2022-2023.

Mandate of the Canada Council for the Arts

The Canada Council for the Arts is Canada's public arts funder, with a mandate to “foster and promote the study and enjoyment of, and the production of works in, the arts.” The Council's grants, services, initiatives, prizes, and payments support Canadian artists, authors, and arts groups and organizations. This support allows them to pursue artistic expression, create works of art, and promote and disseminate the arts and literature. Through its arts funding, communications, research, and promotion activities, the Council fosters ever-growing engagement of Canadians and international audiences in the arts. The Council's Public Lending Right (PLR) program makes annual payments to creators whose works are held in Canadian public libraries. The Council's Art Bank operates art rental programs and helps further public engagement with contemporary arts through exhibition and outreach activities. The Council is responsible for the Canadian Commission for UNESCO, which promotes the values and programs of UNESCO to contribute to a future of peace, reconciliation, equity, and sustainable development.

The Council is governed by an 11-member Board. Members of the Board and the Director and CEO are appointed by the Governor in Council. The Council works in close collaboration with federal, provincial, territorial and municipal departments and organizations working in the arts and culture.

A federal Crown corporation created through an Act of Parliament in 1957, the Council reports to Parliament through the Minister of Canadian Heritage. It receives funding from Parliament and its annual budget is supplemented by endowment income, donations and bequests.

For more information about the Canada Council, visit www.canadacouncil.ca.

Organizational Structure

The Canada Council is organized to fulfill its *Access to Information Act* responsibilities as follows:

Director and CEO	... is responsible for enforcing the <i>Act</i> , its Regulations, the Policy on Access to Information and the Directive on the Administration of the <i>Access to Information Act</i> within the Canada Council and takes responsibility for decisions made in this regard.
Chief of Staff and Corporate Secretary	... holds full delegation authority under the <i>Act</i> and is responsible, on behalf of the Director and CEO, for ensuring compliance with the <i>Act</i> , Access to Information Regulations and policy instruments. The Chief of Staff and Corporate Secretary is supported by the Access to Information and Privacy (ATIP) Coordinator in the administration of the <i>Act</i> .
Access to Information and Privacy (ATIP) Coordinator	...held full delegation authority under the <i>Act</i> and is responsible, with the guidance and oversight of the Chief of Staff and Corporate Secretary, for ensuring compliance with the <i>Act</i> , Access to Information Regulations and policy instruments, and providing guidance and training as required.
Manager of Information Management	...holds full delegation authority under the <i>Act</i> since February 1, 2021, and is responsible, with guidance and oversight of the Chief of Staff and Corporate Secretary, for ensuring compliance with the <i>Act</i> , Access to Information Regulations and policy instruments, and providing guidance and training as required.

The Manager of Information Management, under the delegation authority, is responsible for ensuring compliance with the *Act*, Access to Information Regulations and policy instruments, coordinating responses to all privacy and access to information requests and responding to Parliamentary Returns for the Canada Council. The work ranges from processing access to information requests to carrying out consultations with government institutions or third parties and responding to calls and informal or “re-releases” requests for information, contributing to Info Source, preparing the annual report to Parliament and collecting statistics, and providing ATIP training to Canada Council employees.

This Office provides advice to Canada Council employees as they fulfill their obligations under the *Access to Information Act* and the *Privacy Act*.

The Canada Council has no service agreements under section 73.1 of the *Privacy Act* to report during the period.

Delegation Order

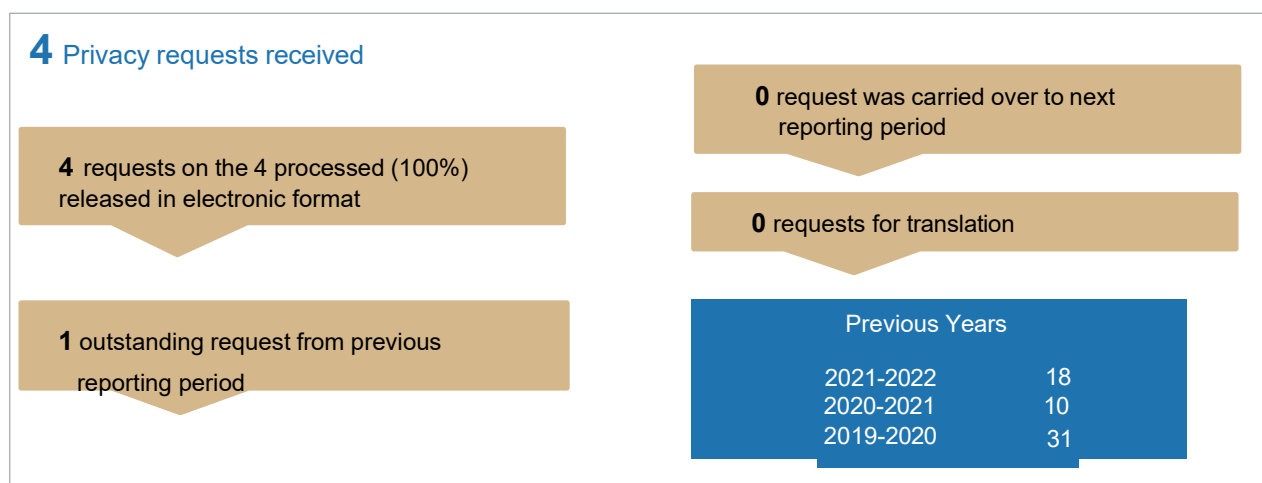
Delegation orders set out what powers, duties and functions for the administration of the *Privacy Act* have been delegated by the head of the institution, and to whom, pursuant to section 73 of the *Act* and related regulations.

See Appendix B for information on designation and delegation.

Highlights of the Statistical Report, 2022-2023

The statistical report is an accounting of Canada Council activities related to the administration of the *Privacy Act*. It is intended to provide current statistics and express trends on the administration of the legislation.

The Canada Council's 2022-2023 statistical report on the *Privacy Act*, from which the data is derived, is provided in Appendix A.



The results of the 2022-2023 reporting period are slightly lower (4 requests) than the previous three-year average of 20 requests.

Like most organizations, universities closed their administrative offices and pivoted to online classes. Most universities were struggling and expressing concern about their ability to submit complete nomination packages to the Killam Research Fellowship's (KRF) June deadline. The challenging circumstances for universities and researchers, along with the prospect of an unbalanced and unrepresentative competition, led Council to make the difficult decision to suspend the deadline of Killam Research Fellowship program. As per the Killam Trustees' request/recommendation, Council's communication to the community included a reference to a revamped KRF program in 2021-2022.

The Canada Council's peer assessment process is the cornerstone of the Canada Council's funding decisions. Individual assessors with specialized expertise support and complement the work of peer assessment committees. (Source: [How We Make Funding Decisions](#)).

Disposition and Completion Time

In 2022-2023, a total of 4 requests were closed, with information disclosed in accordance with the provisions of the legislation following the necessary consultations, exemptions and/or exclusions prior to release. COVID-19-related measures did not affect the Canada Council's ability to fulfill its *Privacy Act*.

4 Requests closed during the reporting period

0 responses were released in 15 days or less
1 response was released in 16 to 30 days
1 response was released in 31 to 60 days
0 responses were released in 61 to 120 days
2 no records exist

100% on-time compliance *

0 extension* was taken

*Extensions must be in accordance with sub-paragraphs 15(a)(ii) and 15(b) of the Act.

33 pages disclosed in part
33 pages processed *

* This value includes all pages submitted and processed, not only pages directly relevant to the request.

Previous Years

2021-2022	83.3%
2020-2021	100%
2019-2020	100%

	Previous Years						
	ALL DISCLOSED	DISCLOSED IN PART	ALL EXEMPTED	ALL EXCLUDED	NO RECORDS EXIST	REQUEST ABANDONED	NEITHER CONFIRMED NOR DENIED
2021-2022	1 (5%)	12 (65%)	0 (0%)	0 (0%)	5 (30%)	0 (0%)	0 (0%)
2020-2021	0 (0%)	8 (80%)	0 (0%)	0 (0%)	2 (20%)	0 (0%)	0 (0%)
2019-2020	0 (0%)	29 (94%)	0 (0%)	0 (0%)	2 (6%)	0 (0%)	0 (0%)

The four-year average is consistent for disposition of requests, including the volume of requests.

All responsive records were less than 100 pages per request. No consultations were undertaken and one time extension was applied in the processing requests, and no legal advice was considered necessary in order to respond to these requests. All information was provided electronically to each requester.

Exemptions

1 exemption was applied 2 times

s. 26 Personal Information - Information about another individual

The head of a government institution may refuse to disclose any personal information requested under subsection 12(1) about an individual other than the individual who made the request, and shall refuse to disclose such information where the disclosure is prohibited under section 8.

Previous Years

2021-2022	12
2020-2021	6
2019-2020	29

Responsive records, generally external assessments, contain personal information about another individual, the assessor, that is blended or intermixed with the personal information of the requester and is subject to section 26 of the *Act*. External assessment documentation is designed to help peer assessors make informed recommendations.

Exclusions

The Canada Council did not employ any exclusion to information as described in sections 69 and 70 of the *Act*.

Consultations and Cabinet Confidences

During this period, no consultations were received from other Government of Canada institutions or other organizations involving Canada Council records or issues under the *Privacy Act*.

The Canada Council did not receive consultations for Cabinet Confidences and did not engage legal services or interact with the Privy Council Office for Privacy requests.

Training and Awareness

A modernization of the Council's Privacy Management Framework was undertaken during the reporting period and is expected to be completed during the next period. New training sessions are under development for 2023-2024 to address the Privacy Management Framework.

Privacy Management Framework will be communicated to all employees via a comprehensive training and awareness program, as required by the TB Directive. This training program's roll out will take place in the fiscal year 2023-2024, and a cyclical awareness schedule for staff will be established. Awareness training program for each professional group.

The ATIP office continues to act as a source of expertise for Canada Council employees, providing advice and guidance on the provisions of the legislation. The Office was consulted regularly on the disclosure and collection of data and provided advice to ensure transparency and compliance with the legislation. This included advice on information management and security of information.

Policies, Guidelines, Procedures and Initiatives

During this reporting period the ATIP office provided advice for the collection, use and disclosure practices of personal information under the following conditions:

1. Voluntary self-identification;
2. New Funding Model portal and Arts Tracking System (ATS);
3. Procurement contracting confidentiality clauses;
4. Data collection, surveys and de-identification.

A modernization of the Council's Access to Information and Privacy Management Framework was undertaken during the reporting period and is expected to be completed during the next period. Procedure manual for the processing of access requests and requests for the correction of personal information. Policies and procedure manuals: General policy on privacy protection, privacy impact Assessments, privacy breaches and incidents, creation and approval of forms used to collect personal information.

Summary of Key Issues and Actions Taken on Complaints or Audits

No complaint was brought to the attention of the Canada Council in relation to the requirements of the *Privacy Act*. No audit or appeal was brought to the attention of the Canada Council in relation to the processing and outcome of requests or corrections of personal information.

Monitoring Compliance

The Manager of Information Management consults with the delegated authorities and prepares quarterly reports for the Executive Management Committee (EMC) on the status of Privacy requests. In addition, the Privacy Annual Report is reviewed by the Chief of Staff and Corporate Secretary, approved by the Director and CEO and shared with the Executive Management Committee. ATIP case management software assists in the monitoring, processing and reporting on access to information requests.

The Canada Council did not receive any request for the correction of personal information.

Disposition for correction of personal information and notations

Fiscal Year	Notation attached	Requests for correction accepted
2022-23	0	0
2021-22	0	0
2020-21	0	0
2019-20	1	1

Material Privacy Breaches

One privacy incident of low severity were reported and investigated, and mitigation measures were immediately taken by the Council. The two individuals affected by these incidents were informed of the circumstances. There were no reported material consequences for the affected individuals.

Privacy Impact Assessments

One Privacy Impact Assessment (PIAs) in relation to the Art Bank Purchase program was undertaken during the reporting period. It is expected to be completed during the next period. High-level PIAs detailed plan to be developed during the next period.

Summaries for PIAs are located on the Canada Council's [Privacy Impact Assessment Summaries](#) web page.

Public Interest Disclosures

In 2022-2023 there were no disclosures of personal information pursuant to section 8(2) or 8(5) of the *Privacy Act* where personal information may be disclosed.

Resources

The Canada Council invested a total value of \$74,823 and 0.69 person years into privacy and personal information activities. This amount includes the services provided by one external ATIP consultant, but not the resources expended by various divisions of the Canada Council who assist in meeting the requirements of the *Acts*.

The Council acquired a new ATIP processing application at a total cost of \$75,088.50, to be amortized over the next five years.

These costs do not include resources expended by various divisions of the Canada Council who assist in meeting the requirements of the *Acts*.

Information Holdings

The Personal Information Index (*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 them held by government institutions subject to the *Act* and to exercise their rights under the *Privacy Act*.

To meet its Privacy reporting obligations on the administration of the *Privacy Act*, the Canada Council, in this reporting period, prepared and submitted, according to requirements:

- [Annual reports](#) to Parliament;
- Annual statistical reports;
- Annual review and update of its *Info Source chapter*.

The Canada Council currently reports on 13 active Personal Information Banks (PIBs) in its Info Source

Appendix A: Statistical Report on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: Canada Council for the Arts
 Reporting period: 4/1/2022 to 3/31/2023

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		3
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		4
Closed during reporting period		4
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	3
E-mail	0
Mail	0
In person	
Phone	0
Fax	0
Total	3

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	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0

2.2 Channels of informal requests

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

2.3 Completion time of informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
0	0	0	0	0	0	0	0

2.4 Pages released informally

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

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

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

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	2
19(1)(f)	0	22.1	0	27	0
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	2	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
33	33	2

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	2	33	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	2	33	0	0	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

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

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

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

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	4
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	
1	1	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	1	0	0	0	0	0	0	0
31 days or greater	0	0	0	0	0	0	0	0
Total	1	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
	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
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
	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
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	1

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	38	0	0	0
Central	58	0	0	0
Total	96	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	0
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$45,430
Overtime		\$0
Goods and Services		\$29,393
• Professional services contracts	\$20,237	
• Other	\$9,156	
Total		\$74,823

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.630
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.060
Students	0.000
Total	0.690

Note: Enter values to three decimal places.

Appendix B: Delegation Order



Access to Information Act and Privacy Act Delegation Order

The Director and CEO of the Canada Council for the Arts, pursuant to subsection 95(1) of the *Access to Information Act* and section 73 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, duties and functions of the Director and CEO as the head of Canada Council for the Arts, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

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

En vertu du paragraphe 95(1) de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le directeur et chef de la direction du Conseil des arts du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont le directeur et chef de la direction est, en qualité de responsable du Conseil des arts du Canada, investi par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

Schedule | Annexe

Position Poste	<i>Access to Information Act</i> and Regulations <i>Loi sur l'accès à l'information</i> et Règlement	<i>Privacy Act</i> and Regulations <i>Loi sur la protection des renseignements personnels</i> et Règlement
Chief Information Officer Dirigeant principal de l'information	Full authority Autorité absolue	Full authority Autorité absolue
Manager, Information Management Gestionnaire, Gestion de l'information	Full authority Autorité absolue	Full authority Autorité absolue

Dated, at the City of Ottawa this
10th day of August 2023

Daté, en la ville de Ottawa ce
10e jour de août 2023

Michelle Chawla
Director and CEO | Directrice et chef de la direction

Bringing the arts to life L'art au cœur de nos vies

References

<i>Access to Information and Privacy Requests</i>	http://canadacouncil.ca/about/public-accountability/access-to-information-and-privacy-acts
<i>Privacy Protection, Policy on</i>	http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12510
<i>Privacy Practices, Directive on</i>	http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=18309
<i>Info Source</i>	http://canadacouncil.ca/about/public-accountability/info-source
<i>Information about programs and information holdings</i>	https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/information-about-programs-information-holdings.html