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2023–2024 *Privacy Act* Annual Report

April 1, 2023 to March 31, 2024

Contents

Report on the <i>Privacy Act</i>	3
Introduction	3
Mandate of DCC	3
DCC's Access to Information and Privacy Office.....	3
Organizational Structure	4
Delegation of Authority	4
Improvements to the Privacy Program	4
Training and Awareness	5
Policies, Guidelines and Procedures.....	5
Monitoring Compliance.....	6
Privacy Act Performance 2023–2024	7
Summary of Requests.....	7
Disposition of Completed Requests	7
Completion Time and Extensions.....	7
Monitoring Requests and Correction of Personal Information.....	7
Exemptions Invoked.....	8
Exclusions Invoked	8
Requests for Consultation From Other Government Institutions and Organizations	8
Privacy Breach Summary	8
Privacy Impact Assessment	8
Disclosures Pursuant to Paragraph 8(2)(m).....	8
Translation	8
Fees and Costs.....	8
Complaints and Requests for Judicial Review.....	9
Appendix A: Delegation Order.....	10
Appendix B: Statistical Report on the <i>Privacy Act</i>.....	12
Appendix C: Supplemental Statistical Report on the <i>Access to Information Act</i> and <i>Privacy Act</i>	20

Report on the *Privacy Act*

Introduction

The *Privacy Act* (PA) protects the privacy of Canadian citizens and permanent residents against the unauthorized use and disclosure of personal information about themselves held by a government institution. It also provides individuals with a right of access to that information and the right to correct inaccurate personal information. In addition, the PA legislates how the government collects, stores, disposes of, uses and discloses personal information.

Section 72 of the PA requires the head of every federal government institution to submit an annual report to Parliament on the administration of the PA during the fiscal year. This annual report summarizes the administration of the PA during 2023–2024 for Defence Construction (1951) Limited, carrying on business as Defence Construction Canada (DCC).

Mandate of DCC

DCC's enabling legislation is the *Defence Production Act* (DPA) and DCC is an agent of the Crown. DCC reports to Parliament through the Minister of Public Services and Procurement.

The principal mandate of DCC is to meet the infrastructure and environmental needs of the Department of National Defence and the Canadian Armed Forces (DND/CAF) by providing quality services.

DCC operates in six regions: Pacific Region, Western Region, Ontario Region, National Capital Region, Quebec Region and Atlantic Region across Canada; and has five service lines: Contract Management Services, Contract Services, Environmental Services, Project and Program Management Services, and Real Property Management Services.

DCC's Access to Information and Privacy Office

DCC's Access to Information and Privacy (ATIP) Office is accountable for developing and implementing effective policies, guidelines, systems and procedures to ensure DCC meets its responsibilities under the *Access to Information Act* (ATIA) and the PA.

The main activities of the ATIP Office include the following:

1. monitoring and maintaining compliance with related acts, regulations, procedures and policies, and processing formal and informal requests under both acts;
2. maintaining relationships with all points of contact (POC) within DCC's Regions to support processing of ATIA business;
3. promoting awareness of the ATIA within DCC to ensure employees are mindful of their responsibilities;

4. preparing annual reports to Parliament and other statutory reports, as well as other materials that may be required associated with compliance activities, such as proactive disclosure; and
5. representing DCC in collaborations with the Treasury Board of Canada Secretariat (TBS), the Information Commissioner, and other government departments and agencies.

During 2023–2024, the ATIP Office supported DCC’s compliance requirements by doing the following:

1. processing ATIA requests and responding to complaints;
2. reporting travel and hospitality expenses of senior officials;
3. responding to parliamentary questions (*Order Paper* questions); and
4. responding to constituent inquiries.

Organizational Structure

During 2023–2024, the ATIP Office had three full-time positions: the ATIP Coordinator, the Deputy ATIP Coordinator and the ATIP Administrator. No consultants were employed, and DCC was not party to any service agreements under section 73.1 of the PA during 2023–2024.

Delegation of Authority

Pursuant to section 73 of the *Privacy Act*, DCC’s President has delegated powers and duties to the ATIP Coordinator (see Appendix A: Delegation Order).

Improvements to the Privacy Program

DCC continued to use the TBS’s ATIP Online Request Service (now referred to as the Access to Information and Personal Information Request Service) which offers requesters an electronic option for submitting ATIP requests.

Members of DCC’s ATIP Office offered privacy policy recommendations related to program functions and responded to requests for privacy impact advice. They also offered privacy services such as privacy analysis, privacy impact assessment services, and program/project privacy analysis services.

DCC also continued to offer interim release packages, when possible, which expedited the delivery of records to requesters.

The ATIP Office continued to monitor an initiative by TBS and Public Services and Procurement Canada (PSPC) to procure two new ATIP processing software solutions. DCC purchased one of the available solutions from that initiative in the third quarter of 2023–2024. This software was installed and configured in the third and fourth quarters of 2023–2024 and will be fully implemented once the training is completed (likely in 2024–2025).

Training and Awareness

During 2023–2024, DCC continued to inform DCC’s Board of Directors and senior management of the volume of ATIP requests and status of ATIP matters. The ATIP Office briefs the Board of Directors on a quarterly basis, the Executive Management Group monthly, and all senior managers twice a year. Topics covered include ATIP requests, pages reviewed, consultation requests, and external requests for information. DCC’s ATIP Office provides an overview of the activities to administer the ATIA, such as:

1. ATIP activities relating to legislative compliance;
2. statistical reporting and new request summaries;
3. corporate risk assessments; and
4. issues identified through ATIP-related environmental scans.

Also, a PA training document, using plain language, was made accessible to all DCC employees.

In addition, DCC’s ATIP Office reviewed tools and updated the module for in-person and self-led training of DCC employees, to reflect related updates.

DCC’s Deputy ATIP Coordinator developed a training plan and an ATIP general awareness campaign for all DCC Regions. This work will continue into the next fiscal year.

In 2023–2024, ATIP training took place in two of DCC’s six Regions. In total, five training sessions were delivered.

Policies, Guidelines and Procedures

In support of the Government of Canada’s priorities of openness and transparency, DCC remained committed to reviewing and improving its administration of the PA in 2023–2024.

DCC’s ATIP Office continues to ensure compliance with TBS’s policy suite.

Review of privacy policies, guidelines and procedures—including DCC’s Privacy Impact Assessment Policy, Privacy Breach Protocol and Privacy Management Framework—continued into this reporting period. A renewal of privacy-focused policy and procedures will continue into future reporting periods.

DCC has established awareness tools to remind employees of their obligations under the PA, as well as DCC PA policies and procedures, and DCC’s Code of Business Conduct, which incorporates the *Public Servants Disclosure Protection Act* by reference.

Monitoring Compliance

DCC's ATIP team monitors the ATIP program by reviewing file status weekly and reporting that information to the ATIP Coordinator biweekly. DCC is dedicated to maintaining 100% compliance with the legislated due dates of files.

Due to the nature of DCC's role and of our originating legislation, the DPA, DCC must undertake consultations on all files where records have resulted from business executed under the DPA. Our unique role in ensuring compliance with the DPA means that the ATIP Office must educate all parties on their rights under consultations made pursuant to both the ATIA and the DPA.

DCC's ATIP Office is situated within Governance and Legal Affairs, led by DCC's General Counsel, Corporate Secretary and ATIP Coordinator. Deputy ATIP Coordinator collaborates with legal counsel on matters to ensure that appropriate privacy protections are included in contracts, agreements and arrangements.

Privacy Act Performance 2023–2024

Summary of Requests

The following table shows the number of PA requests DCC has received and processed over the past five reporting periods.

Reporting period	Requests received	Number of pages processed	Completion time
2023–24	1	0	Within 15 days
2022–23	0	0	Not applicable
2021–22	3	102	Within 60 days
2020–21	0	0	Not applicable
2019–20	0	0	Not applicable

Between April 1, 2023, and March 31, 2024, DCC received one request for personal information under the PA, and no requests under the PA were carried over from the previous reporting period.

Disposition of Completed Requests

No records were disclosed under the one request for personal information received by DCC's ATIP Office in 2023–2024 (100% of dispositions).

Completion Time and Extensions

The one request processed was completed within one to 15 days; therefore, 100% of the requests were completed within legislated time limits.

No extensions were taken on the one request received during 2023–2024.

Section 15 of the PA provides for the extension of the statutory limits if: meeting the original limit would unreasonably interfere with the operations of DCC (15(a)(i)); or, if consultations are necessary to comply with the request that cannot reasonably be completed within the original time limit (15(a)(ii)).

DCC takes its duty to assist seriously and works closely with requesters during all aspects of request processing to ensure that their rights are upheld.

Monitoring Requests and Correction of Personal Information

In 2023–2024, the Deputy ATIP Coordinator and ATIP Administrator monitored DCC's request file management document daily to check for updates in request files and to ensure that file progression occurred within the legislated timeframe. This process ensures continued compliance with principles of the ATIA.

The ATIP Administrator met with the Deputy ATIP Coordinator weekly to review the status of request files and managed the ATIP Office's response to complex requests in a fast-tempo environment. The ATIP Coordinator has touchpoints with both the Deputy ATIP Coordinator and the ATIP Administrator as needed.

No correction of personal information occurred during this reporting period.

Exemptions Invoked

DCC did not invoke any exemptions during 2023–2024.

Exclusions Invoked

DCC did not invoke any exclusions during 2023–2024.

Requests for Consultation From Other Government Institutions and Organizations

DCC did not receive any privacy consultation requests during 2023–24.

Privacy Breach Summary

DCC follows the TBS guidelines to determine if privacy breaches meet the threshold for notifying the Office of the Privacy Commissioner of Canada (OPC) and TBS.

In 2023–2024, DCC did not report any material privacy breaches to the OPC and TBS.

Privacy Impact Assessment

No new privacy impact assessments were initiated or completed during 2023–2024.

Disclosures Pursuant to Paragraph 8(2)(m)

DCC made no disclosures under paragraph 8(2)(m) of the PA during 2023–2024.

Translation

There were no requests for records to be translated during 2023–2024.

Fees and Costs

DCC's costs directly associated with administering the PA in 2023–2024 were estimated to be \$12,449. The majority of DCC's ATIP Office costs were for work under the administration of the ATIA and are noted in DCC's 2023–2024 *Access to Information Act* Annual Report.

Complaints and Requests for Judicial Review

DCC did not receive any new complaints under the PA in 2023–2024. DCC carried one complaint under the PA forward from the previous fiscal year and this complaint was resolved during 2023–2024.

There were no requests for judicial review in 2023–2024.

Appendix A: Delegation Order



Access to Information Act and Privacy Act Delegation Order

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

By means of this Order, I, Derrick Cheung, as President and Chief Executive Officer (CEO) of Defence Construction (1951) Limited, operating as Defence Construction Canada (DCC), delegate the authority herein described to the Director, Governance and Legal Affairs and Corporate Secretary, as follows:

- I. The Director, Governance and Legal Affairs and Corporate Secretary, may, on my behalf, exercise or perform any of the powers, duties or functions as they relate to the administration of the *Access to Information Act* (ATIA) and the *Privacy Act* (PA) and associated Regulations.
- II. This delegation is made pursuant to section 95 of the ATIA and section 73 of the PA and is subject thereto.
- III. This delegation is effective immediately and shall run until revoked by me or my successor.
- IV. The powers, duties or functions delegated by means of this Order are not subject to sub-delegation without my prior and express written consent.

Par cet arrêté, je soussigné, Derrick Cheung, président et premier dirigeant de Construction de défense (1951) Limitée, communément appelée Construction de Défense Canada (CDC), délègue les pouvoirs décrits ci-dessous à la directrice, Gouvernance et affaires juridiques, et Secrétaire de la Société :

- I. La directrice, Gouvernance et affaires juridiques, et Secrétaire de la Société est autorisée à exercer en mon nom les attributions liées à l'administration de la *Loi sur l'accès à l'information* (LAI) et de la *Loi sur la protection des renseignements personnels* (LPRP) ainsi que de leurs règlements.
- II. Cette délégation de pouvoirs est accordée en vertu de l'article 95 de la LAI et de l'article 73 de la LPRP, et leur est assujettie.
- III. Cette délégation de pouvoirs prend effet immédiatement et restera en vigueur jusqu'à ce qu'elle soit révoquée par moi-même ou par mon successeur.
- IV. Les attributions déléguées en vertu de cet arrêté ne peuvent être subdélégées sans mon consentement écrit, exprès et préalable.

Derrick Cheung

DERRICK CHEUNG, LL.M., MBA, MA
PRESIDENT AND CEO, DCC | PRÉSIDENT ET PREMIER DIRIGEANT, CDC

Acknowledged and Agreed | Reconnu et accepté

DATED | DATÉ: SEPT. 18 2023 | 18 SEPT. 2023

Alison Lawford

ALISON LAWFORD, LL.B., LL.M.
DIRECTOR, GOVERNANCE AND LEGAL AFFAIRS AND CORPORATE SECRETARY, DCC |
DIRECTRICE, GOUVERNANCE ET AFFAIRES JURIDIQUES, ET SECRÉTAIRE DE LA SOCIÉTÉ, CDC

DATED | DATÉ: SEPT. 18 2023 | 18 SEPT. 2023

Appendix B: **Statistical Report on the *Privacy Act***

Statistical Report on the *Privacy Act*

Name of institution: Defence Construction Canada

Reporting period: 4/1/2023 to 3/31/2024

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		1
Closed during reporting period		1
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of Requests
Online	1
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	1

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								
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	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
	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	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	1

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	26	0
19(1)(e)	0	22(2)	0	26	0
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	0	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
0	0	0

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	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	0	0	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	1
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

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

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

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
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 Confidence Section (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 Confidence Section (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	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	4	0	0	0
Central	15	0	0	0
Total	19	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	\$12,449
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$12,449

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.120
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.120

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: Defence Construction Canada

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

Section 1: Open Requests and Complaints Under the *Access to Information Act*

1.1 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	5	0	5
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	1	1
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	5	1	6

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Access to Information Act*

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

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 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 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	0	0	0
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	0	0	0

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

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?	No
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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	Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the <i>Privacy Act</i>
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