Annual Report to Parliament on the *Privacy Act*





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Introduction

Women and Gender Equality Canada (WAGE) is pleased to present to Parliament its Annual Report on the Administration of the *Privacy Act*, in accordance with section 72 of the *Privacy Act*. The report describes how WAGE fulfilled its responsibilities and obligations for the reporting period of April 1, 2022 to March 31, 2023.

Purpose of the *Privacy Act*

The *Privacy Act* provides individuals with the right of access to, and correction of, personal information about themselves that is under the control of a government institution. It also provides the legal framework for the collection, retention, use, disclosure, disposition, and accuracy of personal information in the administration of programs and activities by government institutions.

Mandate of Women and Gender Equality Canada

The mandate of Women and Gender Equality Canada (WAGE) is to advance equality with respect to sex, sexual orientation, and gender identity or expression through the inclusion of people of all genders, including women, in Canada's economic, social, and political life. This application of a gender and diversity lens will help us to understand better the intersection of sex and gender with other identity factors. These factors include but are not limited to race, national and ethnic origin, Indigenous origin or identity, age, sexual orientation, socio-economic condition, place of residence and disability.

For more information about WAGE, click <u>here</u> to visit our website.

Organizational Structure

The Access to Information and Privacy (ATIP) Office is part of the Corporate Secretariat. The ATIP coordinator for WAGE is the manager of the ATIP Office, who reports directly to the Corporate Secretary.

The ATIP coordinator acts on behalf of the Minister for Women and Gender Equality and Youth to ensure that the Department's responsibilities under the *Access to Information Act*, the *Privacy Act*, and the *Service Fees Act* are met.

The ATIP Office is responsible for the administration of the *Access to Information Act* and the *Privacy Act*, and they also serve as the centre of ATIP expertise within WAGE. Activities include:

- providing timely and complete responses to requests made under the Access to Information
 Act and Privacy Act, as well as assisting clients in accordance with the Principles for Assisting
 Requesters
- processing consultation requests received from other institutions, providing recommendations on the disclosure of information of primary interest to WAGE

- representing the Department in resolving complaints filed with the Information
 Commissioner and Privacy Commissioner
- providing advice and guidance to senior management and all employees of the Department on ATIP-related matters, including privacy policy advisory services related to the safeguarding of personal information
- delivering training sessions to departmental employees on their obligations under the ATIP legislation and related policies, as well as on departmental procedures
- reviewing proactive publication material and providing recommendations regarding disclosure within the spirit of the Access to Information Act

The ATIP Office consists of five positions: the ATIP coordinator and four ATIP analysts at various levels. In fiscal year 2022–23, the ATIP Office operated with 3.5 full-time employees, and called on the services of a consultant to provide privacy expertise when needed.

WAGE's ATIP Office was not party to any service agreements under section 73.1 of the *Privacy Act* during the reporting period.

Delegation Order

The Minister for Women and Gender Equality and Youth has delegated the responsibilities associated with the administration of the *Privacy Act* to WAGE officials through a delegation order, which can be found in Appendix A. At WAGE, the ATIP coordinator has full delegated authority.

Performance 2022-2023

This section highlights key information on the Department's performance for fiscal year 2022–23. See <u>Appendix B</u> for the complete Statistical Report and <u>Appendix C</u> for the Supplemental ATIP Statistical Report.

The Access to Information and Privacy (ATIP) Office received four privacy requests during the 2022–2023 fiscal year. No extensions were taken on these requests, and each of the four requests was completed within the original 30-day legislative timeframe. WAGE achieved 100% compliance on requests made under the *Privacy Act*, and no requests were active as of the last day of that reporting period.

Of the four requests closed during the reporting period, 50% were closed with no records found to exist (2), 25% disclosed in full (1), and 25% disclosed in part (1).

No consultations were completed for other institutions for requests made under the *Privacy Act*, nor did WAGE consult any other institutions for such. WAGE has no active complaints, and none were received during the reporting period.

WAGE'S ATIP operations were not impacted by COVID-19 during the reporting period.

Training and Awareness

Within the first three months of employment, all new WAGE employees must take the Access to Information and Privacy Fundamentals course offered by the Canada School of Public Service. Topics include:

- reviewing current legislation and policies
- processing access to information requests effectively
- protecting personal information
- understanding the requirements concerning the collection, use, communication, retention, and disposal of personal information

In addition, employees are invited to participate in departmental ATIP Essentials training sessions. During the past fiscal year, the training material was updated to ensure that it fully met all requirements set out in policies. In piloting the new material, ATIP delivered one training session to 15 people.

Furthermore, the ATIP Office regularly provides informal training on the application of ATIP legislation to departmental employees who retrieve and review relevant records requested under the Act, and to sectors that collect personal information. During the reporting year, the ATIP Office received 36 requests for privacy advice and guidance from internal clients.

Policies, Guidelines, Procedures, and Initiatives

During fiscal year 2022–23, WAGE continued the modernization of ATIP tools, templates, and processes. An ATIP liaison working group was created to assist in these efforts, as well as to foster greater understanding of each other's challenges and to enhance collaboration.

Initiatives and Projects to Improve Privacy

During the 2022–2023 fiscal year, WAGE initiated planning for the implementation of new request processing software to replace the current one.

To ensure compliance and efficiency, the ATIP Office created a two-year work plan to optimize internal guidance documents, internal procedures, and tools.

Summary of Key Issues and Actions Taken on Complaints

WAGE had no complaints or audits under the Privacy Act during the reporting period.

Material Privacy Breaches

No material privacy breaches were reported to the Office of the Privacy Commissioner or to the Treasury Board of Canada Secretariat (Privacy and Responsible Data Division) during the reporting period.

Privacy Impact Assessments

No new privacy impact assessments were initiated during the reporting period.

Public Interest Disclosures

There were no public interest disclosures made during the reporting period.

Monitoring Compliance

The ATIP Office meets daily to ensure that all requests are on track and that deadlines will be met. This also provides an opportunity to discuss issues that have arisen and for analysts to receive guidance on the processing of their requests.

Consistent with the requirement to provide timely access to requested records, WAGE limits interinstitutional consultation to only when required for the proper exercise of discretion or when there is an intention to disclose. For this reporting period, WAGE did not need to consult with other institutions.

As WAGE sees a low volume of requests under the *Privacy Act*, no frequently requested types of information were identified.

WAGE uses standard clauses to ensure that appropriate privacy protections are included in contracts, agreements, and arrangements.

Appendix A: Delegation Order

The responsibilities associated with the administration of the *Privacy Act* are delegated to departmental officials through a delegation order signed by the Minister for Women and Gender Equality and Youth.

DEPARTMENT FOR WOMEN AND GENDER EQUALITY / MINISTÈRE DES FEMMES ET DE L'ÉGALITÉ DES GENRES

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 for Women and Gender Equality and Youth, pursuant to section 95 of the *Access to Information Act* and section 73 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. This Delegation Order supersedes all previous Delegation Orders.

En vertu de l'article 95 de la *Loi sur l'accès à l'information* et l'article 73 de la *Loi sur la protection des renseignements personnels,* la ministre des Femmes et de l'Égalité des genres et de la Jeunesse délègue aux titulaires des postes mentionnés à l'annexe ci-après ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont elle est investie en qualité de responsable d'une institution fédérale. Le présent décret de délégation remplace et annule tout décret antérieur.

Dated this _.	28_	_ day of	_March_	_2022	Daté ce	jour de _	2022

The Honourable Marci len, P.C., M.P.
Minister for Women and Gender Equality and Youth

L'honorable Marci Ien, C.P., députée Ministre des Femmes et de l'Égalité des genres et de la Jeunesse

Schedule/Annexe

Position Title/ Titre du poste	Privacy Act and Regulations/Loi sur la protection des renseignements personnels et ses règlements	Access to Information Act and Regulations/Loi sur l'accès à l'information et ses règlements
The Minister for Women and Gender Equality and Youth	Full authority/Autorité absolue	Full authority/Autorité absolue
The Deputy Minister of Women and Gender Equality and Youth / Sous-ministre des Femmes et de l'Égalité des genres et de la jeunesse	Full authority/Autorité absolue	Full authority/Autorité absolue
The Corporate Secretary/Secrétaire générale	Full authority/Autorité absolue	Full authority/Autorité absolue
The ATIP Manager/Gestionnaire d'AIPRP	Full authority/Autorité absolue	Full authority/Autorité absolue

Appendix B: Statistical Report on the *Privacy Act*



Statistical Report on the Privacy Act

Name of institution: Women and Gender Equality Canada

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

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		4
Outstanding from previous reporting periods	0	
Outstanding from previous reporting period	0	
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	1
Mail	0
In person	0
Phone	0
Fax	0
Total	4

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		
Ì	0	0	0	0	0	0	0	0		

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 1001-5000 More Than 5 Pages Released Pages Released Pages Relea					
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

		Completion Time							
Disposition of Requests	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	
All disclosed	0	1	0	0	0	0	0	1	
Disclosed in part	0	1	0	0	0	0	0	1	
All exempted	0	0	0	0	0	0	0	0	
All excluded	0	0	0	0	0	0	0	0	
No records exist	0	2	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	0	4	0	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	1
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

	Number of		Number of		Number of
Section	Requests	Section	Requests	Section	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	E-record	Data set	Video	Audio	Other
0	2	0	0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for <u>paper</u> and <u>e-record</u> formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
102	96	2

3.5.2 Relevant pages processed by request disposition for $\underline{\text{paper}}$ and $\underline{\text{e-record}}$ formats by size of requests

	Less Than 100 100-500 501-1000 Pages Processed Pages Processed Pages Processed		1001-5000 ed Pages Processed		More Than 5000 Pages Processed					
Disposition	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	1	1	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	101	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	1	1	1	101	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for \underline{audio} formats

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

3.5.4 Relevant minutes processed per request disposition for <u>audio</u> formats by size of requests

	Less than 60 Minutes processed		60-120 Minutes p	rocessed	More than 120 Minutes processed	
Disposition	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 $\underline{\text{video}}$ 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 <u>video</u> formats by size of requests

	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
Disposition	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	1	0	0	1
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	1	0	0	1

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

	Principal Reason					
Number of requests closed past the legislated timelines	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

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

6.2 Length of extensions

		15(a)(i) Interferenc	e with operations		15 (a)(ii			
Length of Extensions	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are	Cabinet ConfidenceSection (Section 70)	External	Internal	15(b) Translation purposes or conversion
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
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

	Νι	umber of D	Days Requi	red to Co	mplete Co	nsultatior	Reques	ts
Recommendation	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
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

	N	lumber of	days requi	red to co	mplete cor	nsultation	request	S
							More	
				61 to		181 to	Than	
	1 to 15	16 to 30	31 to 60	120	121 to	365	365	
Recommendation	Days	Days	Days	Days	180 Days	Days	Days	Total
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

		Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
Number of Days	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

	Fewer Ti Pages Pro		100–500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
Number of Days	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	0	0	0	0
Central	0	0	0	0
Total	0	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

l N	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		\$91,901
Overtime	\$0	
Goods and Services		\$6,107
 Professional services contracts 	\$4,176	
Other	\$1,931	
Total		\$98,008

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.110
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.019
Students	0.000
Total	1.129

Note: Enter values to three decimal places.

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



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

Name of institution: Women and Gender Equality Canada

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

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

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

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

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

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

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

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

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

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 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, 2023	Open Requests that are Beyond Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	3	0	3
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	3	0	3

3.2 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 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 4: Open Requests and Complaints Under the Privacy Act

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

Fiscal Year Open Requests Were Received	Open Requests that are Within Legislated Timelines as of March 31, 2023	Open Requests that are Beyond Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

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

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

Section 5: Social Insurance Number		
Has your institution begun a new collection or a new consistent use of the SIN in		1
2022-2023?	No	<u> </u>
Section 6: Universal Access under the Privacy Act		
Societi di Chiversal Access allaci the l'Ilvacy Act		
How many requests were received from confirmed foreign nationals outside of		1
Canada in 2022-2023?	U	

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