

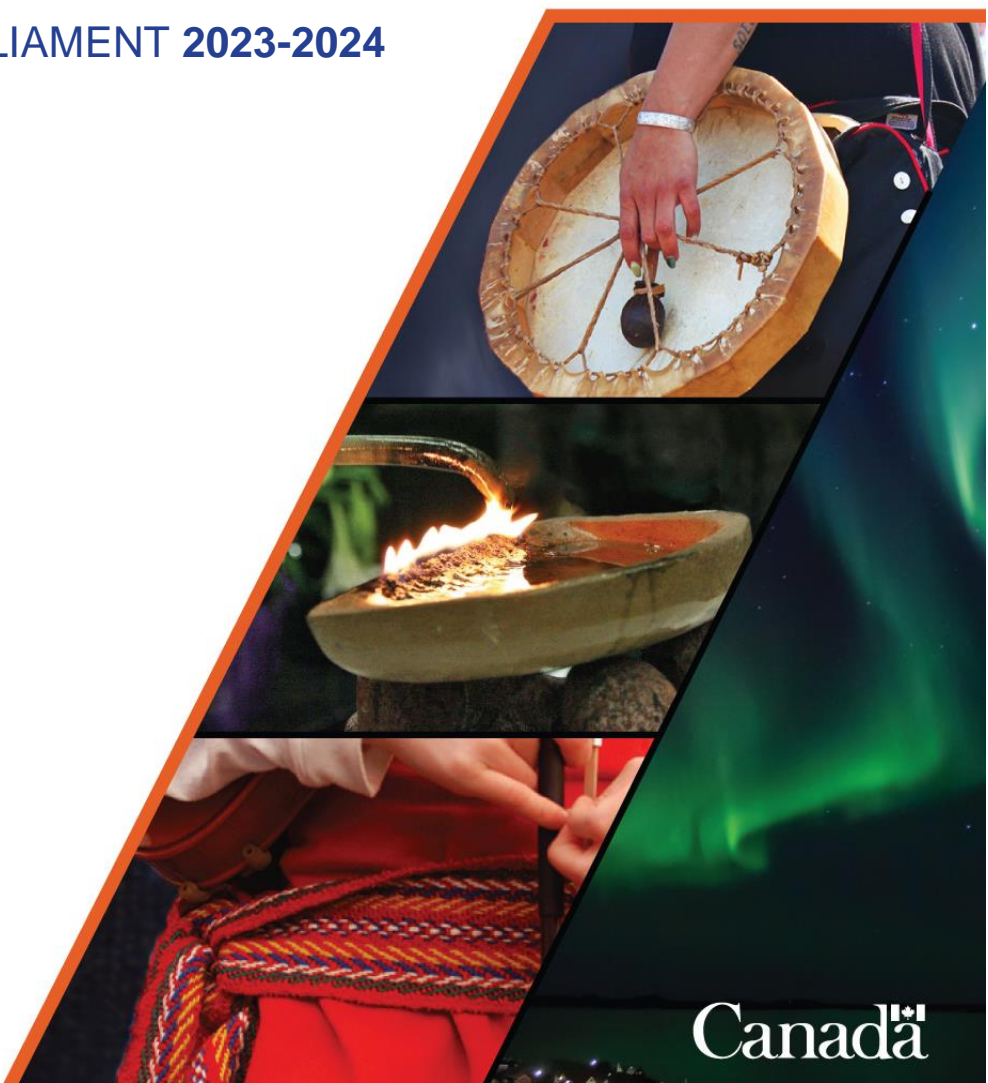


Relations Couronne-Autochtones  
et Affaires du Nord Canada

Crown-Indigenous Relations  
and Northern Affairs Canada

# PRIVACY ACT

ANNUAL REPORT TO PARLIAMENT 2023-2024



Canada

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# INTRODUCTION

## I. Introduction

The purpose of the *Privacy Act (PA)* is to protect the privacy of individuals with respect to their personal information. This Act governs the federal government's responsibilities for the collection, retention, use and disclosure of that information. The Act also provides individuals with a right of access to that information.

This report reflects activities of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC), in respect to the stated legislation, for the period of April 1, 2023 to March 31, 2024.

This report, submitted to Parliament pursuant to section 72 of the PA, describes the activities of CIRNAC that support compliance with privacy legislation.

### Creation and Growth of the Departments

Since the creation of the Department, the Access to Information and Privacy (ATIP) Office has provided a shared service support for CIRNAC and Indigenous Services Canada (ISC) through a service level agreement (SLA).

Delegation on ministerial responsibilities for the PA remains institutionally specific.

### Crown-Indigenous Relations and Northern Affairs Canada's Mandate

Crown-Indigenous Relations and Northern Affairs Canada continues to renew the nation-to-nation, Inuit-Crown, government-to-government relationship between Canada and First Nations, Inuit and Métis; modernize Government of Canada structures to enable Indigenous peoples to build capacity and support their vision of self-determination; and lead the Government of Canada's work in the North.

The relationship must be based on the recognition of rights, respect, co-operation, and partnership. CIRNAC will build on the progress that has been already made, including the establishment of rights and recognition tables across the country, the creation of permanent bilateral mechanisms with National Indigenous Organizations to make progress on

shared priorities, and the progress made across government on the Truth and Reconciliation Commission Calls to Action.

CIRNAC is one of two federal departments that are primarily responsible for meeting the Government of Canada's obligations and commitments to First Nations, Inuit and Métis, and for fulfilling the federal government's constitutional responsibilities in the North. CIRNAC's overall mandate and wide-ranging responsibilities are shaped by centuries of history and unique demographic and geographic challenges. The mandate is derived from the *Constitution Act 1982*, the *Indian Act*, the *Department of Crown-Indigenous Relations and Northern Affairs Act* (preceded by the *Department of Indian Affairs and Northern Development Act*), territorial Acts, treaties, comprehensive claims and self-government agreements, as well as various other statutes affecting Indigenous Peoples and the North.

## II. Organization

### The Administration of the *Privacy Act* at CIRNAC

CIRNAC's ATIP Office handles requests made under the *Access to Information Act (ATIA)* and the PA. CIRNAC's Corporate Secretary is directly accountable to the Deputy Head. The Corporate Secretary is a member of the CIRNAC Senior Management Committee. The Corporate Secretary also manages the SLA for CIRNAC. The ATIP Office also coordinates and implements policies, guidelines and procedures to ensure departmental compliance with the ATIA and PA.

Workshop presentations, training courses and awareness sessions designed to increase access to information and privacy capacity across the Department are provided by the ATIP Office.

Under a shared service model, ATIP analysts processed requests for both CIRNAC and ISC. Requests varied in volume and complexity.

CIRNAC, in part, carries forth the record collection responsibility of its predecessor institutions: Indigenous and Northern Affairs Canada, Department of Indian Affairs and Northern Development, etc. As such, the Minister for Crown-

Indigenous Relations and Northern Affairs Canada has prioritized addressing the legacy of residential schools, which entails the sharing of information under the control of the Department. Analysts with privacy expertise are engaged with sectors to provide advice related to record sharing activities.

The ATIP Office provides advice and guidance to the Department on a number of topics:

- i. The application of the ATIA and PA;
- ii. The release of sensitive or protected information to the public;
- iii. Education and awareness of access to information and privacy issues throughout the Department;
- iv. Proactive publications;
- v. Departmental Privacy Impact Assessments (PIAs);
- vi. Permissible disclosures of personal information pursuant to subsection 8(2) of the PA;
- vii. Appropriate PA Statements on Data Collection Instruments, i.e. forms, surveys, recorded events, etc.;
- viii. Updates to Info Source and the preparation and registration of Personal Information Banks and their related Classes of Records;
- ix. Protocols surrounding privacy breaches; and
- x. Privacy advice in Memoranda of Understanding, Information Sharing Agreements and more complicated Multi-Jurisdictional Information Sharing Agreements (MISAs).

The Intake Team triages and coordinates the receipt of requests for records under the control of the Department, made pursuant to the ATIA and PA.

The Operations team ensures that a response is provided within the legislated timeframe. All requests are monitored using the AccessPro case management tracking system.

The Privacy/Policy team provides expert advice, maintains and monitors privacy risks, and assists with the creation of privacy training material. The Privacy/Policy team also supports CIRNAC in the development of departmental policies that reflect the Department's unique relationship with its clients and Indigenous partners, all while ensuring the Department meets its obligations under the PA.

The privacy specialists provided critical advice for new and evolving programs and information sharing initiatives, supporting privacy protection in the department.

Policies and procedures continue to be established, under an evolving multi-jurisdictional reality, to ensure that privacy is considered throughout the life cycle of CIRNAC's programs. As such, informed policy decisions are made concerning the collection, sharing and/or use of personal information.

In addition to the ATIP Office, within each of the sectors and regional offices of CIRNAC are ATIP Liaison Officers (ALOs) who receive callouts from the ATIP Office and subsequently task the requests as appropriate to areas within their sector. ALOs play a crucial role in ensuring the appropriate records, impact statements and approvals are obtained and communicated to the ATIP Office within the designated time allowances.

The ATIP Office will be transitioning away from an unsupported and sunseting case management solution and as such CIRNAC and ISC procured a new case management solution: ATIPXpress. This solution was chosen in the hopes that it will increase efficiency, reduce processing times, and streamline the processing of requests. This in turn could reduce the number of complaints we receive, alleviating pressures from both the Office of the Information Commissioner, and the Privacy Commissioners of Canada. and improve service to the public. This new case management system provides a supported, stable, and technologically contemporary tool that provides the ability to manage both department's workloads fluidly within one system, further cutting down processing time. The solution is expected to be implemented in fiscal 2024-2025.

ATIP Operations has created and implemented a Developmental Program. The program is based on predetermined performance benchmarks that clearly state the expectations at each level from CR-04 to PM-06. An employee can choose to participate to develop their skills and build experience. With guidance from the team leaders, employees can advance within the organization.

This program was created to be open and transparent in order to develop and retain current staff and provide growth opportunities within the ATIP Office. The Developmental

Program is highly successful and each year more and more analysts graduate to higher PM levels, this reporting period, eleven analysts were promoted or provided acting opportunities based on their success in the program.

The Department is committed to transparency and accountability under the Act and continues to work to improve its performance to deliver the highest standards of service for access to information requests.

The Department continued to use the Microsoft Office 365 tools, to communicate internally and engage with key stakeholders. The ATIP office also leveraged these tools for the transfer of information with sectors to allow for business continuity within the hybrid workplace structure.

To better serve our clients, the Department participates in the Access to Information and Privacy Online Request

Service. Our clients can submit requests under the Act through this online channel administered by TBS.

In April 2023 the ATIP Office returned on-site in a hybrid model. Pandemic response conditions substantially reduced the use of paper. During this reporting period, the office mostly received electronic requests and records, and in most cases provided release packages electronically to applicants with the use of E-post Connect, which was implemented in February 2020.

The Department continues to use electronic tools to facilitate the collection, consultation and processing of information even with the return to work.

the use of paper.

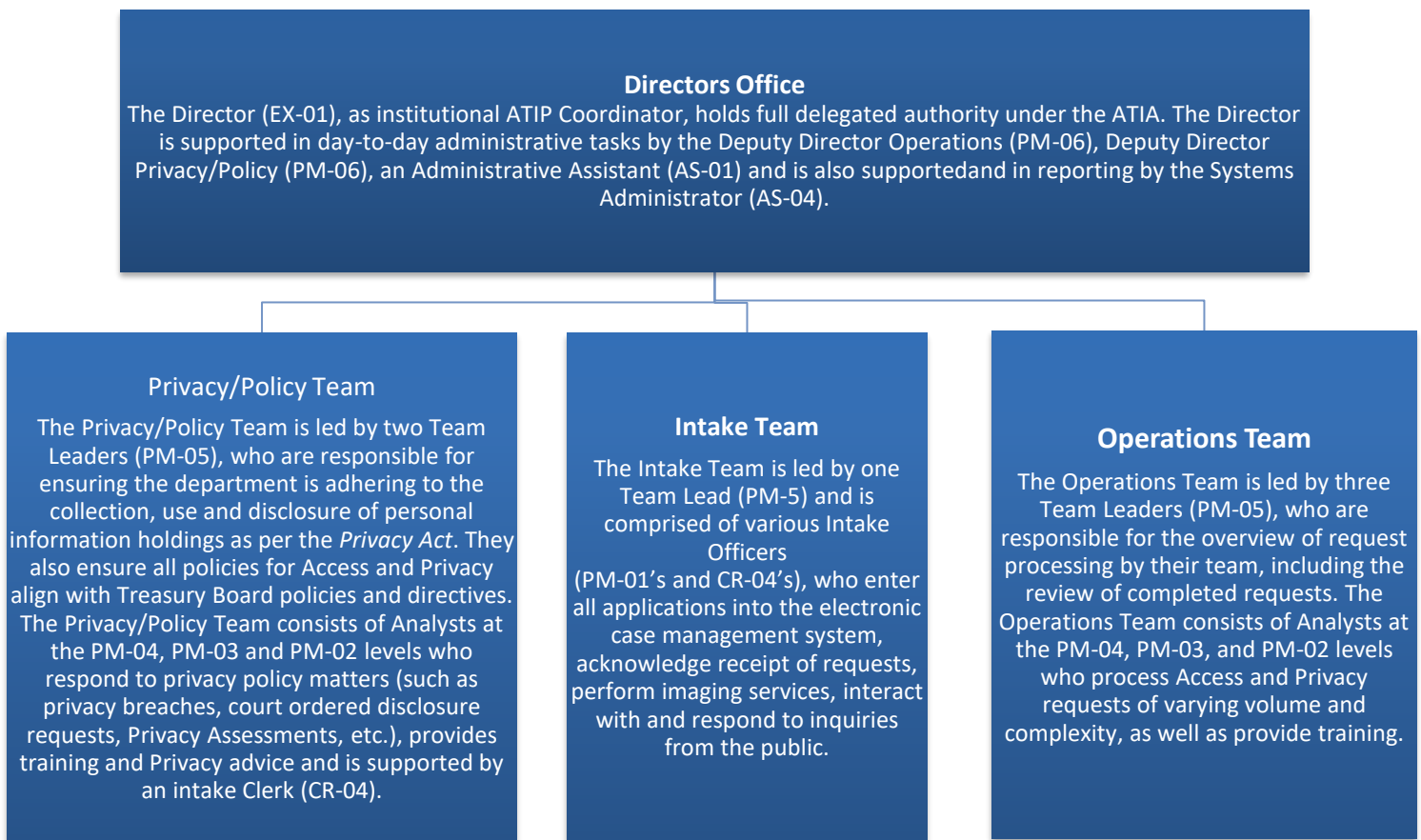
### III. Delegation Order

Under section 73 of the PA, the Minister’s authority may be delegated to departmental officials in order to administer the PA within CIRNAC.

During the reporting period, the delegation order signed by the Honorable Minister Carolyn Bennett, Minister of Crown-Indigenous Relations on January 28, 2021, was in effect ([Appendix A](#)).

Under section 73 of the PA, the order delegates full authority and responsibility for the PA to the following positions:

- Deputy Minister
- Associate Deputy Minister
- Corporate Secretary
- Departmental ATIP Director (Coordinator)
- ATIP Deputy Directors



# STATISTICS

## IV. Interpretation of the Statistical Report

CIRNAC's Statistical Report and Supplemental Report were submitted to the Treasury Board Secretariat (TBS) on July 15<sup>th</sup>, 2024 ([Appendix B](#)). The Report details various aspects of the requests CIRNAC received and processed during the period of April 1, 2023 to March 31, 2024.

### 1. Requests under the *Privacy Act*

In 2023-2024, CIRNAC received 47 requests with another 6 requests carried over from the previous year. This reflected a total of 53 requests to be processed in the course of the reporting period. The Department completed 46 requests and carried 7 requests into the next reporting period (2024-2025).

#### 1.1 Number of requests received

This fiscal year there was a decrease of 92% in privacy requests since the 2022-2023 reporting period. This decrease is reflective of the settlement and resolution agreement for day schools.

Table 1.1 Number of Requests from 2020-2024

Number of Requests	2020-2021	2021-2022	2022-2023	2023-2024
Received during reporting period	831	945	622	47
Outstanding from previous reporting period	224	117	52	6
<b>Total</b>	<b>1055</b>	<b>1062</b>	<b>674</b>	<b>53</b>

Table 1.1b 2020-2024 Number of requests closed and carried over to next reporting period

Number of Requests	2020-2021	2021-2022	2022-2023	2023-2024
Closed during reporting period	938	1009	668	46
Carried over to next reporting period	117	53	6	7

#### 1.2 Channels of requests

The channels of requests serve to identify the mechanism used by the Canadian public to make a request for their personal information during the current reporting period: Government of Canada online portal, e-mail, mail, in person, phone or fax. In the course of this reporting period, the majority of requests were received through the online Government of Canada portal (Table 1.2).

Table 1.2 Channels of requests

Source	Number of Requests
Online	33
E-mail	14
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>47</b>



## 2. Informal requests

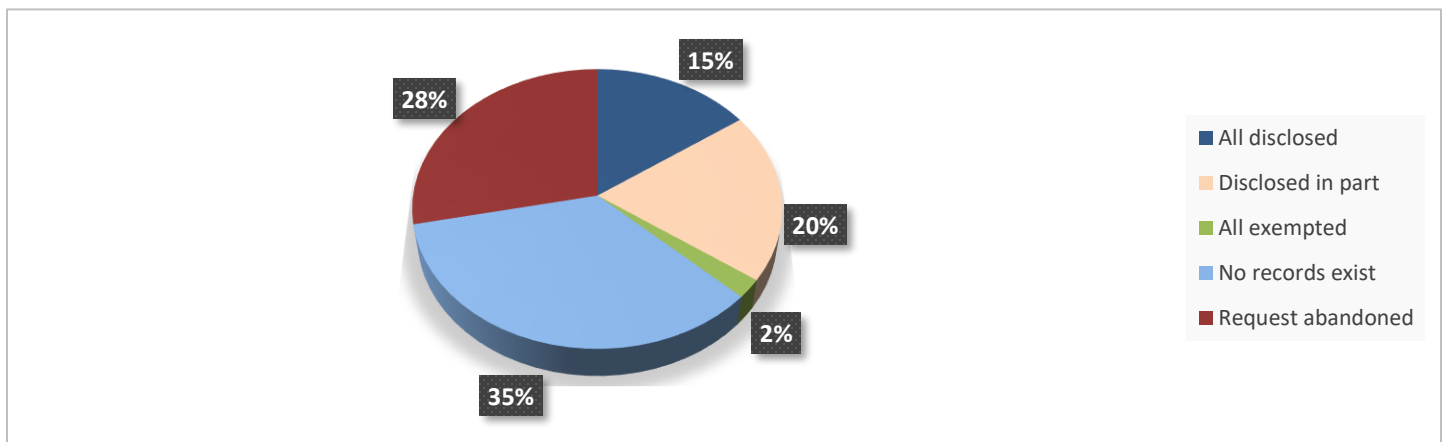
An informal request is defined as a request for copies of previously processed and released privacy requests. No Informal requests were received pursuant to the *Privacy Act* (PA) in 2023-2024.

## 3. Requests closed during the reporting period

### 3.1 Disposition and completion time

Of the 46 requests closed during the reporting period, CIRNAC was able to fully or partially disclose records in 16 cases (34% of the requests) . The most frequent outcome of requests processed during the reporting period was that no records existed, which occurred in 16 cases or 34% of the time. Records were fully exempted in 1 instance. In 13 instances, requests were abandoned by the requester, likely because the original request was not complete or sufficient authorization for disclosure was not obtained (Table 3.1.1).

Table 3.1.1 Percentage of completed files relevant to each disclosures



In the course of the current reporting period, 20 requests were processed and completed within the initial 15 days of receipt and another 8 were closed within 30 days, resulting in 61% of requests completed within 30 days. An additional 9 files were completed between 31 and 60 days of receipt, with or without an extension recorded on the file. The remaining 9 files were finalized in 61 or more days. (Table 3.1.2).

Table 3.1.2 Disposition and completion time

Disposition of requests	Completion Time (days)							Total
	1 to 15	16 to 30	31 to 60	61 to 120	121 to 180	181 to 365	> 365	
All disclosed	0	3	2	1	0	1	0	7
Disclosed in part	0	0	4	3	1	1	0	9
All exempted	0	0	0	0	1	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	8	4	3	1	0	0	0	16
Request abandoned	12	1	0	0	0	0	0	13
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>20</b>	<b>8</b>	<b>9</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>46</b>

### 3.2 Exemptions

As seen in previous years, section 26 (personal information of another individual) was the most common exemption invoked during the reporting period (9 times). The only other exemption applied in 2023-2024 was pursuant to section 27 (Solicitor Client Privilege) which was invoked on one occasion (Table 3.2).

Table 3.2 Number of requests closed where exemption provisions were invoked

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	9
19(1)(f)	0	22.1	0	27	1
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.3	0		

### 3.3 Exclusions

No mandatory exclusion provisions were applied to requests that were closed in fiscal year 2023-2024.

### 3.4 Format of information released

Over the course of this reporting period, all responses were provided to the requesters electronically through E-post or through e-mail.(Table 3.4).

Table 3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	16	0	0	0	0

### 3.5 Complexity

The following sections detail several factors affecting the complexity of requests that were completed throughout 2023-2024.

#### 3.5.1 Relevant pages processed and disclosed for paper and e-record formats by size of requests

Of the 46 requests closed, 30 requests generated 7,899 pages. The total amount of pages disclosed was 1,577 during the reporting period (Table 3.5.1).

Table 3.5.1 Relevant pages processed and disclosed.

Number of pages processed	Number of pages disclosed	Number of requests
7,899	1,577	30

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

Of the 30 requests, 24 requests (80%) required the processing of 100 pages or less. A total of 667 pages required processing for 4 requests (13%) on files comprising between 101 and 500 pages. 6,939 pages required processing for 2 (two) requests or 7% comprising of more than 1,001 pages.

Table 3.5.2 Relevant pages processed per request disposition for paper and e-records formats by size of requests.

Disposition	< 100 pages		101-500 pages		501-1000 pages		1001-5000 pages		> 5000 pages	
	Requests	Pages	Requests	Pages	Requests	Pages	Requests	Pages	Requests	Pages
All disclosed	7	93	0	0	0	0	0	0	0	0
Disclosed in part	4	200	4	667	0	0	1	2,103	0	0
All exempted	0	0	0	0	0	0	1	4,836	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	13	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>24</b>	<b>293</b>	<b>4</b>	<b>667</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>6,939</b>	<b>0</b>	<b>0</b>

### 3.5.3 Relevant minutes processed and disclosed for audio formats

No audio files were provided to the CIRNAC ATIP office in response to a PA request.

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

No audio files were provided to the CIRNAC ATIP office in response to a PA request.

### 3.5.5 Relevant minutes processed and disclosed for video formats

No video files were provided to the CIRNAC ATIP office in response to a PA request.

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

No video files were provided to the CIRNAC ATIP office in response to a PA request.

## 3.6 Closed requests

The following section details the number of privacy requests closed within the legislated timelines.

### 3.6.1 Number of requests closed within legislated timelines

The Department achieved a 76% compliance rate. It received 47 requests and closed 46 requests through the year. Compared to last year, there was a significant decline in requests received. In previous years we received an influx in requests due to the Indian Day School settlement (Table 3.6.1).

Table 3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	35
Percentage of requests closed within legislated timelines (%)	76.09

### 3.7 Deemed refusals

When a government institution fails to respond to a request within the time limits set out in the Act (30 calendar days or the length of time taken under an extension), the institution is considered to be in “deemed refusal” (beyond legislative timelines). The following sections detail the number of, and reasons for requests in deemed refusal throughout 2023-2024.

#### 3.7.1 Reason for not meeting legislated timelines

The majority of deemed refusals or late requests were a result of the Department’s ability to retrieve records and existing workload. Other challenges include hiring staff at junior levels for the Developmental Program who require training and experience in the processing of requests. In addition, large volume of records for a few files or large volume of files received in a short time frame created surges in workload that does not meet the resources available. The surges experienced throughout the last reporting period require the dedication of senior staff who are pulled from active files creating a large backlog of complex file review to be done. (Table 3.7.1).

Table 3.7.1 Number of requests closed within legislated timelines

Number of requests closed past the legislated timelines	Principal Reasons			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
11	10	0	0	1

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

Requests closed beyond legislated timelines include any files where a request for extension was requested. During this reporting period 5 requests were closed beyond the legislated timelines with no extension taken, and 6 of those were closed beyond the legislated timeline with an extension taken.

Table 3.7.2 Number of days past deadline

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	2	1	3
16 to 30 days	0	1	1
31 to 60 days	1	2	3
61 to 120 days	1	2	3
121 to 180 days	1	0	1
181 to 365 days	0	0	0
> 365 days	0	0	0
Total	5	6	11

### 3.8 Requests for translation

During the reporting period, there were no instances where a requester asked for responsive records to be translated to another official language.

## 4. Disclosure under subsections 8(2) and 8(5)

Permissible disclosure pursuant to subsection 8(2) of the PA describes the circumstances under which personal information under the control of government institutions may be disclosed without the consent of the individual to whom

the information pertains. In 2023-2024, CIRNAC made no permissible disclosures under 8(2)(e) or 8(2)(m). The Treasury Board of Canada Secretariat requires these permissible disclosures to be captured in the statistical report.

There were no disclosures authorized under **8(2)(e)** pursuant to requests made by investigative bodies as found in the *Privacy Act*. The PA permits the disclosure of personal information to an investigative body specified in the regulations, on the written request of the body, for the purpose of enforcing any law of Canada or a province or carrying out a lawful investigation, if the request specifies the purpose and describes the information to be disclosed.

There were no disclosures authorized under **8(2)(m)** where the head of the institution found that the public interest in disclosure clearly outweighed any invasion of privacy that could result from the disclosure. The PA permits disclosure under 8(2)(m) pursuant to any purpose where, in the opinion of the head of the institution, the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure, or disclosure would clearly benefit the individual to whom the information relates.

The Office of the Privacy Commissioner must be informed of communications pursuant to paragraph 8(2) m) as required by section 8(5) PA. This was not necessary in 2023-2024.

**Other permissible disclosures not captured by the statistical report include:**

There were thirteen (13) disclosures authorized under **8(2)(d)** pursuant to a request from the Department of Justice. The PA permits the disclosure of personal information to the Attorney General of Canada for use in legal proceedings involving the Crown in right of Canada or the Government of Canada.

There were two (2) disclosures authorized under **8(2)(f)** pursuant to an agreement or arrangement between the Government of Canada and another jurisdiction for the purpose of administering or enforcing any law or carrying out a lawful investigation.

There was one (1) disclosures authorized under **8(2)(j)** pursuant to requests to undertake research or statistical activities. The PA permits the disclosure personal information to any person or body for research or statistical purposes with specific provisions.

There were 45 disclosures authorized under **8(2)(k)** pursuant to requests from the authorized researchers identified in the PA. The PA permits the disclosure of personal information for the purpose of researching or validating the claims, disputes or grievances of any of the aboriginal peoples of Canada.

The ATIP office authorized a combined total of 64 requests under section 8(2) of the *Privacy Act* in 2023-2024.

Table 4 Disclosures Under Subsections 8(2)

Subsections 8(2)							Subsection (8)(5)
8(2)(a)	8(2)(d)	8(2)(e)	8(2)(f)	8(2)(j)	8(2)(k)	8(2)(m)	8(5)
0	13	0	2	1	45	0	0

## 5. Requests for Correction of Personal Information and Notations

During the reporting period, there were no requests for correction of personal information or notations.

## 6. Extensions

### 6.1 Reasons for extensions

In 2023-2024, 11 extensions were taken under subsection 15(a) of the PA. The reasons for extension requirements were due to further review required to determine exemptions (2), large volume of pages received (2), large volume of requests (5) and difficulty obtaining documents in 2 cases.

Table 6.1 Reasons for extensions

Number of requests where an extension was taken	15(a)(i) Interference with Operations				15(a)(ii) Consultation			15(b)
	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	Translation purposes or conversion
11	2	2	5	2	0	0	0	0

### 6.2 Length of extensions

All extensions (11) were under section 15(a)(i) i.e., interference with operations, and were between 16 and 30 days.

Table 6.2 Length of extensions

Number of requests where an extension was taken	15(a)(i) Interference with Operations				15(a)(ii) Consultation			15(b)
	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	Translation purposes or conversion
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	2	2	5	2	0	0	0	0
31 days or >								0
Total	2	2	5	2	0	0	0	0

## 7. Consultations received from Other Institutions and Organizations

CIRNAC did not receive any consultations from another Government of Canada institutions or other organizations during 2023-2024.

## 8. Completion Time of Consultations on Cabinet confidences

During the reporting period, no consultations on the application of section 70 of the PA were sent to the departmental Legal Services Unit for consultation on potential Cabinet confidences.

## 9. Complaints and Investigations Notices Received

During the 2023-2024 reporting period, there were seven (7) complaints received from the Office of the Privacy Commissioner under section 31. There was three (3) complaints closed, resulting in the processing of 3,019 pages processed. The Treasury Board of Canada requires institutions to track sections 31, 33 and 35 of the *Privacy Act* in the statistical report (Table 9).

Table 9 Complaints and Investigation Notices Received

Section 31	Section 33	Section 35	Court action	Total
7	0	0	0	7

## 10. Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

### 10.1 Privacy Impact Assessments

A Privacy Impact Assessment (PIA) is a risk evaluation of the flow of personal information held within a program or service. This process enables the Department to determine whether new or substantially modified technologies, information systems, initiatives, and proposed programs or policies meet federal government privacy requirements. It identifies and mediates privacy risks on programs collecting and using personal information.

The Department completed no new PIAs during the 2023-2024 reporting period, however, has undertaken the review and update of a PIA.

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

The ATIP Office completed the transfer and realignment of CIRNAC's Institutional Specific Personal Information Banks from the previous departmental designation. This is reflected in the annual publishing of the departmental Info Source Chapter (<https://www.rcaanc-cirnac.gc.ca/eng/1638307261809/1638307285229>). However, the ATIP Office continues to work with sector to review and update PIBs to ensure their ongoing accuracy and necessity.

10.2. Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	19	0	0	0
Central	35	0	0	0
<b>Total</b>	<b>54</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 11. Privacy Breaches

### 11.1 Material Privacy Breaches reported

The ATIP Office supports the Department in investigating potential privacy breaches. CIRNAC reported no material breaches during this fiscal year. Material privacy breaches are at the highest risk and impact and are defined as: involving sensitive personal information and could reasonably cause serious injury or harm to the individual, and/or involves a large number of affected individuals.

On October 19, 2023, BGRS confirmed that there had been a breach involving Government of Canada (GC) information held by BGRS and SIRVA Canada systems. These companies provide relocation support to federal public service employees and members of the Canadian Armed Forces and RCMP. At least 550 individuals (not including family members) employed, or previously employed at CIRNAC (formerly INAC) and ISC were identified as potentially affected (BGRS could not specify the exact individuals whose information was compromised), and so, out of an abundance of caution, CIRNAC notified individuals who had used BGRS relocation services in the past ten years. Credit monitoring services were offered to individuals whose information was potentially breached. Due to the large number of individuals potentially affected and the breadth of time associated with the personal information collection, the ATIP Office is continuing breach management efforts. Notification letters were sent out to identified individuals. While not identified as a material privacy breach for which CIRNAC was directly responsible, the ATIP Office none-the-less notified the OPC of our breach management activities.

## 11.2 Non-Material Privacy Breaches

The ATIP Office completed the investigation and review of no non-material privacy breaches.

Table 11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	0
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## 12. Resources Related to the *Privacy Act*

### 12.1 Allocated Costs

In 2023-2024, CIRNAC spent a total of \$533,555 on staffing and goods and services. These costs include the purchase of a new case management system. These amounts reflect the level of effort in support of CIRNAC's responsibilities pursuant to the Act (Table 12.1).

Table 12.1 Allocated Costs

Expenditures		Amount
Salaries		\$146,808
Overtime		\$16,748
Goods and Services		\$369,999
Professional services contracts	\$179,626	
Other	\$190,373	
Total		\$533,555

### 12.2 Human Resources

In 2023-2024, CIRNAC allocated 1.623 full time employees (FTE) and 0.748 consultant on the administration of the *Privacy Act*



# HIGHLIGHTS

## V. 2023-2024 Points of Interest

Since November 30, 2017, the ATIP Office has administered the *Privacy Act* (PA) as a shared service for both Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) and Indigenous Services Canada (ISC). This past fiscal year (2023-2024) was the sixth full year of reporting for Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) under the ATIA and PA.

CIRNAC received 47 new privacy requests and closed 46, with a total of 7,899 pages processed under the PA this fiscal year. The Department achieved a 76% compliance rate. There had been an influx of requests over previous years however due to the Federal Indian Day School Settlement, we are no longer receiving requests for this purpose.

The most cited exemption under PA was Section 26 for personal information of other individuals.

The department received seven (7) complaints or investigations from the Office of the Privacy Commissioner this year, with a total of 1,613 pages processed.

There were no permissible disclosure requests processed under paragraph 8(2)(m) or under subsection 8(5) of the *Privacy Act*, which allows for the release of personal information without consent. There were 64 permissible disclosures authorized through the ATIP Office for CIRNAC. The majority of the permissible disclosures relate to research driven requests pursuant to section 8(2)(k) of the *Privacy Act*. They are primarily disclosures to Indigenous persons, representatives, or rights holders, and associated with the affirmation and implementation of the rights of Indigenous peoples; for the negotiating of agreements; and the advancement of reconciliation.

The focus of the Privacy and Policy unit in 2023-2024 was on data sharing activities related to the disclosure of personal information associated with ongoing agreements with partner organizations and governance activities; related

to the legacy of Residential Schools; and supporting the department's Specific Claims record access process, through the development and provision of guidance and common templates; supporting legislative reform as it relates to personal information; and providing advice and internal privacy policy support.

The ATIP Office continues to provide privacy advice for CIRNAC's disclosure initiatives supporting the Truth and Reconciliation Commission's Calls to Action 71 to 76.

The ATIP Office has worked with and continues to work Central Agencies, partners, and stakeholders to develop and implement policies and procedures related to the disclosure of personal information to support treaty resolution activities such as shared flexible common language templates for multiple First Nations disclosure requests; development of departmental specific guidance on Privacy Notices, and have continued a comprehensive review of Personal Information Banks to support the Departmental mandate for service transfer.

CIRNAC trained 170 employees on the *Access to Information Act* and *Privacy Act* in 2023-2024. The ATIP Office has also developed institution specific training related to the ATIA and PA that will be available internally for departmental employees in the new fiscal year.

The ATIP office continuously monitors progress on all privacy files. Reports are prepared monthly to ensure compliance with legislative timelines so that risks can be mitigated. In addition, quarterly reports are also prepared regarding the Department's performance in meeting legislative time frames and are shared with senior management.

For the 2023-2024 fiscal year, CIRNAC spent \$533,555 to support the Administration of the Privacy Act. This cost included the purchase of a new case management system.

# ANNEX A

Order of Delegation of the *Privacy Act* dated January 28, 2021.

Ministre des  
Relations Couronne-Autochtones



Minister of  
Crown-Indigenous Relations

Ottawa, Canada K1A 0H4

## Delegation Order

*Access to Information Act and Privacy Act*

I, the Minister of Crown–Indigenous Relations, pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby delegate the persons holding the positions set out in the Delegation of Authority Schedule attached hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as head of Crown–Indigenous Relations and Northern Affairs Canada, under the provisions of the *Acts* and related regulations set out in the schedule opposite each position. This delegation supersedes all previous delegation orders.

## L'ordonnance de délégation de pouvoirs

*Loi sur l'accès à l'information et Loi sur la protection des renseignements personnels*

En ma qualité de ministre des Relations Couronne–Autochtones et en vertu de l'article 95 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, je délègue par la présente aux titulaires des postes énoncés à l'annexe de délégation de pouvoirs ci-après, ou aux personnes occupant les dits postes à titre intérimaire, les attributions dont je suis investie, à titre de ministre des Relations Couronne–Autochtones et des Affaires du Nord Canada, aux termes des dispositions des lois et des règlements connexes mentionnés en regard de chaque poste. Le présent document remplace toute ordonnance de délégation de pouvoirs antérieure.

Minister of Crown–Indigenous Relations  
Ministre des Relations Couronne–Autochtones

JAN 28 2021

Date

Canada

## Delegation of Authority Schedule / Annexe de délégation de pouvoirs

### **Access to Information Act Loi sur l'accès à l'information**

Provision / Disposition	Description	DM / SM	AsDM / SoMD	Corp Sec / Sec Min	Dir ATIP / Dir, AIPP	Deputy Dir, ATIP / Dir adj, AIPP
	All powers, duties and functions under the <i>Access to Information Act</i> , R.S.C. 1985, c. A-1 (prior to and following February 11, 2020) and related regulations (prior to and following February 11, 2020) / Tous les pouvoirs, tâches et fonctions en vertu de la Loi sur l'accès à l'information, R.S.C. 1985, ch. A-1 (avant et après le 11 février, 2020) et réglementations associées (avant et après le 11 février, 2020)	Full authority unless identified below/ Autorité absolue sauf indication contraire ci-dessous				
4(2.1)	Responsibility of government institutions / Responsable de l'institution fédérale	•	•	•	•	•
6.1(1)	Reasons for declining to act on request / Motifs pour ne pas donner suite à la demande	•	•	•	•	•
6.1(1.3), (1.4), (2)	Notice – suspension, end of suspension/ Avis – de la suspension, de la fin de la suspension	•	•	•	•	•
7	Notice when access requested / Notification	•	•	•	•	•
8(1)	Transfer of request / Transmission de la demande	•	•	•	•	•
9 (1)	Extension of time limits / Prorogation du délai	•	•	•	•	•
9(2)	Notice of extension to Information Commissioner / Avis de prolongation au Commissaire à l'information	•	•	•	•	•
10	Where access is refused / Refus de communication	•	•	•	•	•
11(2)	Application Fee Waiver / Dispense de versement des droits	•	•	•	•	•
12(2)(b)	Language of access / Version de la communication	•	•	•	•	•
12(3)(b)	Access to record in alternative format / Communication sur support de substitution	•	•	•	•	•
<b>Exemption Provisions of the Access to Information Act / Dispositions d'exception de la Loi sur l'accès à l'information</b>						
13	Information obtained in confidence / Renseignements obtenus à titre confidentiel	•	•	•	•	•
14	Federal-provincial affairs / Affaires fédéraux-provinciales	•	•	•	•	•
15	International affairs and defence / Affaires internationales et défense	•	•	•	•	•
16	Law enforcement and investigations / Enquêtes	•	•	•	•	•
16.5	<i>Public Servants Disclosure Protection Act / Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	•	•	•	•	•
17	Safety of individuals / Sécurité des individus	•	•	•	•	•
18	Economic interests of Canada / Intérêts économiques du Canada	•	•	•	•	•
18.1	Economic interest of certain government institutions / Intérêts économiques de certaines institutions fédérales	•	•	•	•	•
19	Personal information / Renseignements personnels	•	•	•	•	•
20	Third party information / Renseignements de tiers	•	•	•	•	•
21	Advice, etc. / Avis, etc.	•	•	•	•	•
22	Testing procedures, tests and audits / Examens et vérifications	•	•	•	•	•
22.1	Internal Audits / Vérifications internes	•	•	•	•	•
23	Protected information – solicitors, advocates and notaries / Renseignements protégés : avocats et notaires	•	•	•	•	•
23.1	Protected information – patents and trade-marks / Renseignements protégés : brevets et marques de commerce	•	•	•	•	•

Provision / Disposition	Description	DM / SM	AsDM / SoMD	Corp Sec / Sec Min	Dir ATIP / Dir, AIPP	Deputy Dir, ATIP / Dir adj, AIPP
24	Statutory prohibitions against disclosure / Interdictions fondées sur d'autres lois	•	•	•	•	•
<b>Other Provisions of the Access to Information Act / Autres dispositions de la Loi sur l'accès à l'information</b>						
25	Severability / Prélèvements	•	•	•	•	•
26	Refusal of access if information to be published / Refus de communication en cas de publication	•	•	•	•	•
27(1), (4)	Notice to third parties / Avis aux tiers	•	•	•	•	•
28(1)(b), (2), (4)	Representations of third party and decision / Observations des tiers et décision	•	•	•	•	•
33	Notice to Information Commissioner of notices to third parties / Avis au Commissaire à l'information des avis aux tiers	•	•	•	•	
35(2)(b)	Right to make representations / Droit de présenter des observations	•	•	•	•	
37(1)(c)	Notice of actions to implement recommendations of Commissioner / Avis des mesures pour la mise en œuvre des recommandations du Commissaire	•	•	•	•	
37(4)	Access to be given to complainant / Communication accordée au plaignant	•	•	•	•	
41(2)	Review by Federal Court – government institution / Révision par la Cour fédérale : institution fédérale	•	•	•	•	
43(2)	Service or notice of application to Federal Court for review / Signification et avis de demande à la Cour fédérale pour révision	•	•	•	•	
44(2)	Notice to person who requested record / Avis à la personne qui a fait la demande	•	•	•	•	
52(2)(b), 52(3)	Special rules for hearings / Règles spéciales pour les auditions	•	•	•	•	
94	Annual report – government institutions / Rapport annuel des institutions fédérales	•	•			
96(3)	Notice of Provision of services related to access to information / Avis de fourniture de services liés à l'accès à l'information	•	•			
96(5)	Spending authority / Dépense des recettes	•	•			
<b>Access to Information Act – Regulations / Règlement sur l'accès à l'information</b>						
6(1)	Transfer of request / Transmission de la demande	•	•	•	•	•
8	Method of access / Méthode d'accès	•	•	•	•	•
8.1	Limitations in respect of format / Restrictions applicables au support	•	•	•	•	•

**Privacy Act**  
**Loi sur la protection des renseignements personnels**

Provision / Disposition	Description	DM / SM	AsDM / SoMD	Corp Sec / Sec Min	Dir ATIP / Dir, AIPP	Deputy Dir, ATIP / Dir adj, AIPP
	All powers, duties and functions under the Act and Regulations	Full authority unless identified below/ Autorité absolue sauf indication contraire ci-dessous				
8(2)(j)	Disclosure for research or statistical purposes / Communication pour des travaux de recherche ou de statistique	•	•	•	•	
8(2)(m)	Disclosure in the public interest or in the interest of the individual / Communication dans l'intérêt public ou de l'individu	•	•	•	•	
8(4)	Copies of requests under paragraph 8(2)(e) / Copies des demandes faites en vertu de l'alinéa 8(2)e	•	•	•	•	•
8(5)	Notice of disclosure under paragraph 8(2)(m) / Avis de communication dans le cas de l'alinéa 8(2)m	•	•	•	•	
9(1)	Record of disclosures to be retained / Relevé des cas d'usage	•	•	•	•	•
9(4)	Consistent uses / Usages compatibles	•	•	•	•	•
10	Personal information to be included in personal information banks / Renseignements personnels versés dans les fichiers de renseignements personnels	•	•	•	•	
14(a)	Notice where access requested / Notification de l'auteur de la demande	•	•	•	•	•
14(b)	Giving access to the record / Communication du document	•	•	•	•	•
15	Extension of time limits / Prorogation du délai	•	•	•	•	•
16	Where access is refused / Refus de communication	•	•	•	•	•
17(2)(b)	Language of access / Version de la communication	•	•	•	•	•
17(3)(b)	Access in an alternative format / Communication sur support de substitution	•	•	•	•	•
<b>Exemption Provisions of the Privacy Act / Dispositions d'exception de la Loi sur la protection des renseignements personnels</b>						
18(2)	Exempt banks / Fichiers in-consultables	•	•	•	•	•
19	Information obtained in confidence / Renseignements obtenus à titre confidentiel	•	•	•	•	•
20	Federal-provincial affairs / Affaires fédérales-provinciales	•	•	•	•	•
21	International affairs and defence / Affaires internationales et défense	•	•	•	•	•
22	Law enforcement and investigations / Application de la loi et enquêtes	•	•	•	•	•
22.3	<i>Public Servants Disclosure Protection Act / Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	•	•	•	•	•
23	Security clearances / Enquêtes de sécurité	•	•	•	•	•
24	Individuals sentenced for an offence / Individus condamnés pour une infraction <sup>81</sup> kil b	•	•	•	•	•
25	Safety of individuals / Sécurité des individus	•	•	•	•	•
26	Information about another individual / Renseignements concernant un autre individu	•	•	•	•	•
27	Protected information – solicitors, advocates and notaries / Renseignements protégés : avocats et notaires	•	•	•	•	•
27.1	Protected information – patents and trade-marks / Renseignements protégés : brevets et marques de commerce	•	•	•	•	•
28	Medical records / Dossiers médicaux	•	•	•	•	•
<b>Other Provisions / Autres dispositions</b>						
33(2)	Right to make representations / Droit de présenter des observations	•	•	•	•	
35(1)(b)	Notice of actions to implement recommendations of Commissioner / Avis des mesures pour la mise en œuvre des recommandations du Commissaire	•	•	•	•	

Provision / Disposition	Description	DM / SM	AsDM / SoMD	Corp Sec / Sec Min	Dir ATIP / Dir, AIPP	Deputy Dir, ATIP / Dir adj, AIPP
35(4)	Access to be given to complainant / Communication accordée au plaignant	•	•	•	•	
36(3)(b)	Notice of actions to implement recommendations of Commissioner concerning exempt banks / Avis des mesures pour la mise en œuvre des recommandations du Commissaire au sujet des fichiers in-consultables	•	•	•	•	
51(2)(b),(3)	Special rules for hearings / Règles spéciales pour les auditions	•	•	•	•	
72	Annual report to Parliament / Rapport annuel au Parlement	•	•			
73.1(3)	Notice of Provision of services related to privacy / Avis de fourniture de services liés à la protection des renseignements personnels					
73.1(5)	Spending authority / Dépense des recettes					
<b>Privacy Regulations / Règlement sur la protection des renseignements personnels</b>						
7	Retention of personal information requested under paragraph 8(2)(e) / Conservation des renseignements personnels demandés en vertu de l'alinéa 8(2)e	•	•	•	•	•
9	Examination of information / Consultation sur place	•	•	•	•	•
11(2),11(4)	Notification concerning corrections / Avis concernant les corrections	•	•	•	•	•
13(1)	Disclosure of personal information relating to physical or mental health / Communication des renseignements personnels concernant l'état physique ou mental	•	•	•	•	•
14	Examination in presence of medical practitioner or psychologist / Consultation en présence d'un médecin ou d'un psychologue	•	•	•	•	•

### Legend

•	Delegated / Délégué
	No Delegation / Pas de délégation

### Position Titles / Titres de poste

Deputy Minister / Sous-ministre	DM / SM
Associate Deputy Minister, / Sous-ministre délégué	AsDM / SoMD
Corporate Secretary / Secrétaire du Ministère	Corp Sec / Sec Min
Director (Coordinator), Access to Information and Privacy / Directrice(teur) (Coordinatrice(teur)), Accès à l'information et protection des renseignements personnels (AIPP)	Dir ATIP / Dir, AIPP
Deputy Director, ATIP / Directrice(teur) adjointe, Accès à l'information et de la protection des renseignements personnels	Deputy Dir / Dir adj, AIPP

# ANNEX B

## Statistical Report on the *Privacy Act*



### Statistical Report on the *Privacy Act*

Name of institution: Crown-Indigenous Relations and Northern Affairs 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		47
Outstanding from previous reporting periods		6
• Outstanding from previous reporting period	6	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>53</b>
Closed during reporting period		46
Carried over to next reporting period		7
• Carried over within legislated timeline	4	
• Carried over beyond legislated timeline	3	

##### 1.2 Channels of requests

Source	Number of Requests
Online	33
E-mail	14
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>47</b>

#### Section 2: Informal requests

##### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>0</b>
Closed during reporting period		0
Carried over to next reporting period		0

## 2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>0</b>

## 2.3 Completion time of informal requests

Completion Time							
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							
	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
All disclosed	0	3	2	1	0	1	0	7
Disclosed in part	0	0	4	3	1	1	0	9
All exempted	0	0	0	0	1	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	8	4	3	1	0	0	0	16
Request abandoned	12	1	0	0	0	0	0	13
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>20</b>	<b>8</b>	<b>9</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>46</b>



### 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	9
19(1)(f)	0	22.1	0	27	1
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	16	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
7899	1577	30

#### 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	7	93	0	0	0	0	0	0	0	0
Disclosed in part	4	200	4	667	0	0	1	2103	0	0
All exempted	0	0	0	0	0	0	1	4836	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	13	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	24	293	4	667	0	0	2	6939	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

3.5.5 Relevant minutes processed and disclosed for video formats

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

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

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

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	3	0	3
All exempted	0	0	0	1	1
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>4</b>

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	35
Percentage of requests closed within legislated timelines (%)	76.08895652

### 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
11	10	0	0	1

#### 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	2	1	3
16 to 30 days	0	1	1
31 to 60 days	1	2	3
61 to 120 days	1	2	3
121 to 180 days	1	0	1
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	<b>5</b>	<b>6</b>	<b>11</b>

### 3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

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

### Section 5: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
<b>Total</b>	<b>0</b>

## Section 6: Extensions

### 6.1 Reasons for extensions

Number of extensions taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	
11	2	2	5	2	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	2	2	5	2	0	0	0	0
31 days or greater								0
Total	2	2	5	2	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Recommendation	Number of days required to complete consultation requests							Total
	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

8.1 Requests with Legal Services

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

8.2 Requests with Privy Council Office

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

## Section 9: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
7	0	0	0	7

## 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	19	0	0	0
Central	35	0	0	0
Total	54	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	\$146,808
Overtime	\$16,748
Goods and Services	\$369,999
• Professional services contracts	\$179,626
• Other	\$190,373
Total	\$533,555

### 12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.623
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.748
Students	0.000
Total	2.371

Note: Enter values to three decimal places.