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Canada

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# **2023-2024: ANNUAL REPORT TO PARLIAMENT – *PRIVACY ACT***

**NATURAL RESOURCES CANADA**

Canada 

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## 2023-2024: Annual Report to Parliament – *Privacy Act*

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# **2023-2024: Annual Report to Parliament – *Privacy Act***

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## **1. Introduction**

The *Privacy Act* (PA) was proclaimed into force on July 1, 1983 and further amended on June 21, 2019. The purpose of the PA is to provide individuals with the right to access and correct personal information about themselves that is under the control of a government institution. Furthermore, it sets out 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 subject to the PA.

This report is prepared and tabled in accordance with section 72 of the PA, which requires that the head of every federal institution prepare and submit an annual report to Parliament on the administration of the Act in the institution during the fiscal year. It covers the period from April 1, 2023 to March 31, 2024.

### **Mandate of Natural Resources Canada**

Natural Resources Canada (NRCan) works to improve the quality of life of Canadians by ensuring that our natural resources are developed sustainably, providing a source of jobs, prosperity and opportunity, while preserving our environment and respecting our communities and Indigenous Peoples.

The Minister of Energy and Natural Resources has responsibilities in relation to more than 30 acts of Parliament. The Minister's core powers, duties and functions are set forth in the *Department of Natural Resources Act*, the *Resources and Technical Surveys Act*, the *Forestry Act*, the *Energy Efficiency Act* and the *Extractive Sector Transparency Measures Act*. The department also works in areas of shared responsibilities with provinces, which includes the environment, public safety, economic development, science and technology, and consultations with Indigenous Peoples. To fulfil its responsibilities, the department relies on a number of instruments (e.g. policy, regulation, statutory transfers, grants and contributions) and key activities (e.g. science and technology, partnerships and communications).

NRCan has offices and laboratories across the country. About one-third of our employees are located in the National Capital Region, with the remainder working in regional offices: Atlantic Canada, Quebec, Ontario, the Western and Pacific Regions and Northern Canada. NRCan also reports on behalf of the Northern Pipeline Agency (NPA).

## 2. Organizational Structure

NRCan's Access to Information and Privacy (ATIP) Secretariat administers the PA for NRCan. Pursuant to section 73.1 of the PA, which allows government institutions to provide services related to privacy to another government institution that is presided over by the same minister, in 2023–24, under a Service Letter of Agreement, the Secretariat also performed ATIP-related services for the NPA.

The ATIP Director has full authority delegated by the Minister for the administration of the PA. The Director is accountable for ensuring compliance with the PA and its related policy instruments. In addition, the Director is responsible for the development, coordination, and implementation of effective practices and procedures within NRCan to enable efficient processing of requests under the PA.

The ATIP Secretariat is part of the Communications and Portfolio Sector. In 2023-2024, the ATIP Secretariat had a complement of 20 employees working in both access to information and privacy: one Director, two Deputy Directors, three Team Leaders, five ATIP Analysts, one Systems Analyst, five Administrative Assistants, and 3 students. To help meet the increase in volume and complexity of requests, the ATIP Secretariat also engaged the support of four consultants.

The ATIP Secretariat is responsible for:

1. Implementing and managing programs and services related to NRCan's administration of both the *Access to Information Act* (ATIA), including part 2 on Proactive Publication and the PA;
2. Providing advice to NRCan employees as they fulfill their obligations under both Acts.

The ATIP Secretariat is led by a Director supported by two Deputy Directors. Each of these managers oversees a unit that is responsible for a different functional area:

1. ATIP Operations Unit
2. ATIP Policy and Governance Unit

The ATIP Operations Unit oversees the management of the ATIP Intake Unit and its operations teams.

### **Core functions of the ATIP Secretariat include:**

#### ATIP Intake Unit

- Receiving access to information and privacy requests from the public and from other organizations;
- Liaising with sectors to obtain and retrieve documents relevant for ATIP requests;
- Conducting and monitoring performance, reporting and data analytics for the team; and

- Supporting the ATIP Operations and Policy and Governance teams.

#### ATIP Operations Unit

- Processing requests under the ATIA and under the PA;
- Responding to consultations from other government departments on records relating to NRCan;
- Coordinating and reviewing documents that must be published under Part 2 of the ATIA;
- Representing the department in dealings with the Treasury Board Secretariat, Office of the Privacy Commissioner, and other government departments and agencies;
- Developing procedures and practices to ensure the proper administration of the PA;
- Providing advice, as well as promoting awareness, to ensure that legislative obligations are respected; and
- Conducting informal review of information related to parliamentary motions, order paper questions, disposition of departmental records, administrative investigations, departmental reports and audits for publication and media relations questions.

#### ATIP Policy and Governance

- Providing guidance on the collection, transmission, protection, use, retention and disclosure of personal information in accordance with the PA, including new or modified programs;
- Representing the department in dealings with the Treasury Board Secretariat, Office of the Privacy Commissioner, and other government departments and agencies regarding the application of the PA;
- Developing procedures and practices to ensure the proper administration of both Acts;
- Promoting awareness and training, to ensure that legislative obligations are respected;
- Monitoring departmental compliance with the PA, its regulations, and relevant procedures and policies;
- Coordinating, reviewing, approving and publishing new entries and modifications to *Info Source*, an annual Government of Canada publication that assists members of the public in exercising their right of access under the Acts;
- Reviewing Personal Information Banks (PIBs); and
- Preparing the ATIP annual reports to Parliament, as well as other materials that may be required by central agencies.

Subject matter experts in the department make recommendations related to the

disclosure of records subject to requests. Sector Liaison Officers play a key role in the processing of requests and consultations. Their duties include coordinating the retrieval of documents in a timely manner.

### **3. Delegation Order**

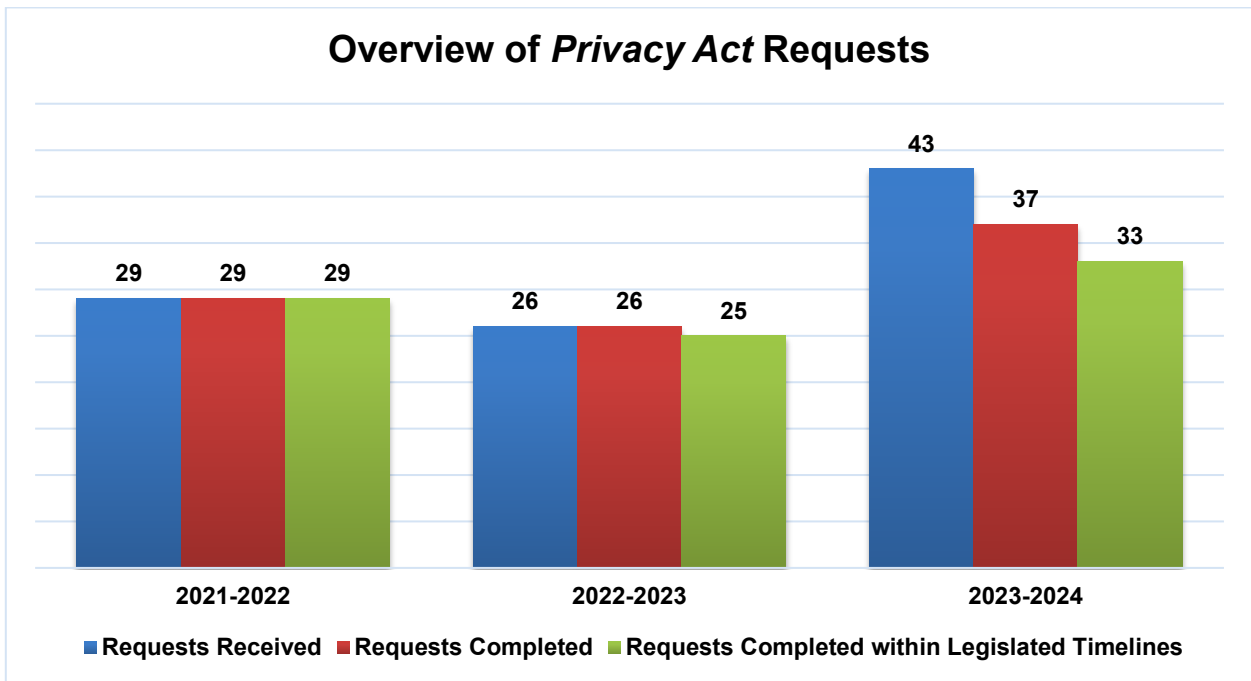
Section 73 of the PA provides that the head of a government institution may, by Delegation Order, designate one or more officers or employees of that institution to exercise or perform any of the powers, duties or functions of the head regarding the administration of the PA.

Consistent with best practices, the ATIP Director maintains full-delegated authority and is the principal administrator of the PA for NRCan. Full delegation also rests with the ATIP Deputy Director, the Director General responsible for ATIP, the Associate Deputy Minister and the Deputy Minister.

A copy of the Delegation Order is attached in Appendix A.

## 4. Performance 2023-2024

### Multi-year trends 2021-2022 to 2023-2024

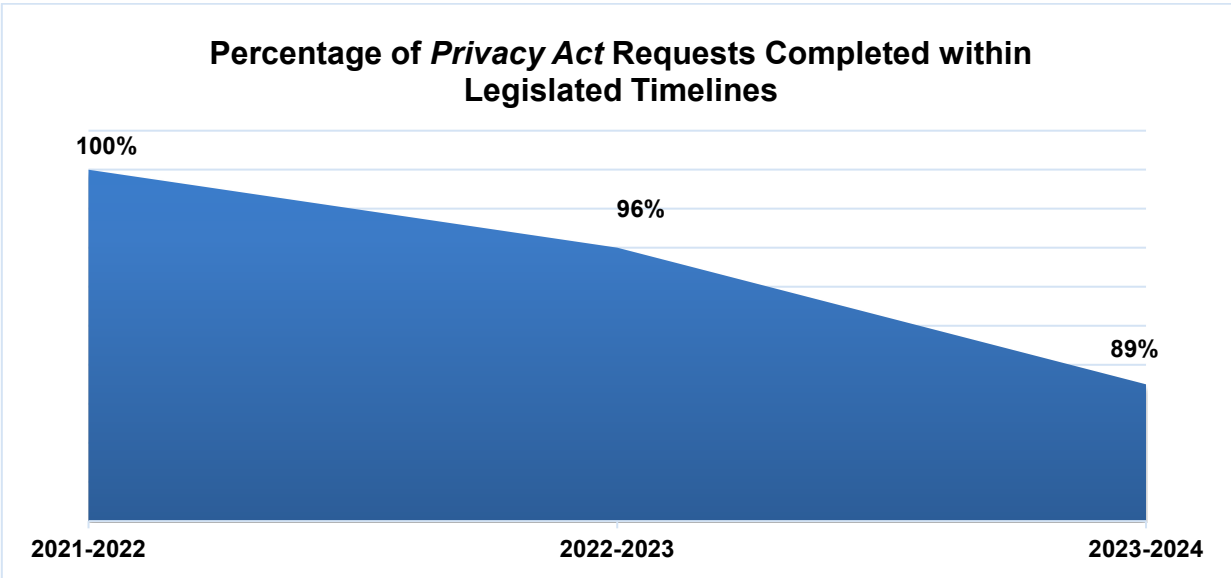
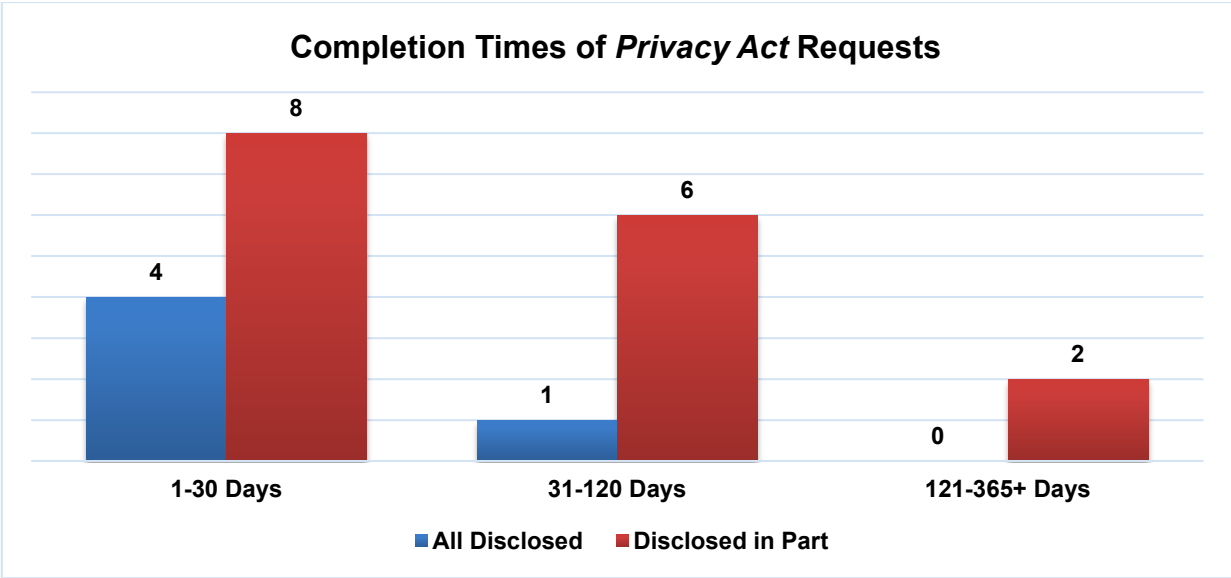


**Requests received:** In 2023-2024, NRCan received 43 new privacy requests, an increase of 65.4% from the previous reporting period. The requests received can fluctuate depending on the volume of active departmental administrative processes and investigations. These requests were mainly related to human resources files, as was the case in 2021-2022 and 2022-2023. In addition to the 43 requests received in 2023-2024, three requests were outstanding from previous reporting periods resulting in a total of 46 requests in 2023-2024. For more information on the number of requests received, please refer to the table 1.1 of the Appendix B: Statistical Report.

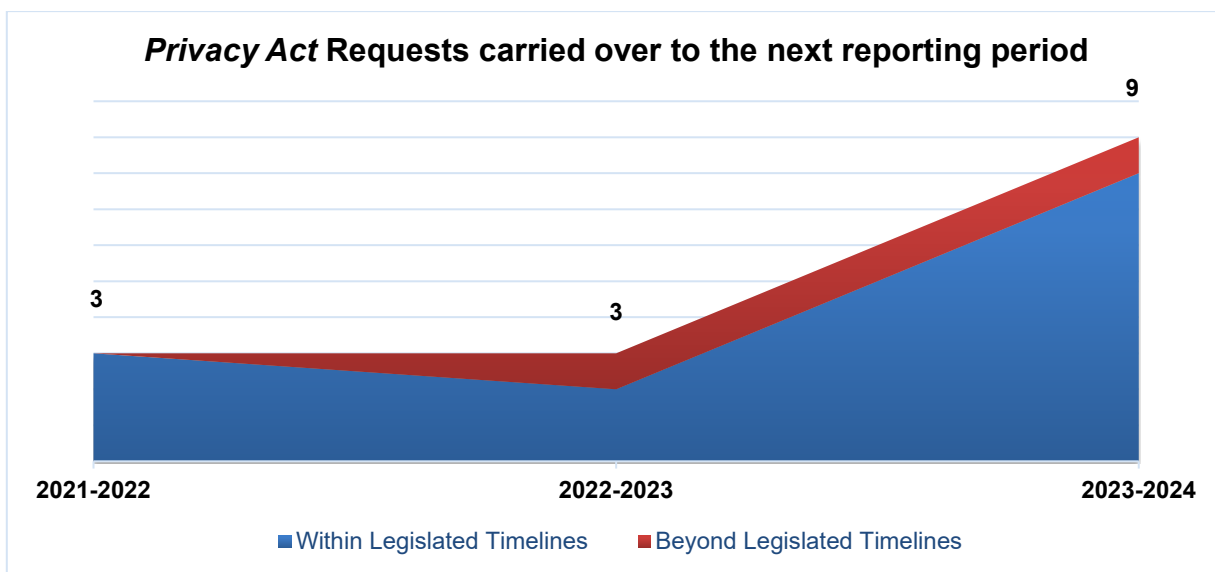
**Number of requests completed within legislated timelines:** From April 1, 2023 to March 31, 2024, 37 requests were completed, 33 of which were completed within their legislative timeframe, resulting in a compliance rate of 89.2%. This is a decrease of 7% compared to the 2022-2023 reporting period and was due to an increase of requests and workload. During the 2022-2023 reporting period 26 requests were closed, 25 of which were completed within their legislative timeframe, resulting in a compliance rate of 96.2%. In 2021-2022, 29 requests were completed. All 29 of these requests were completed within their legislative timeframe, resulting in a compliance rate of 100%.

The following tables illustrate the number of requests completed for which the disposition was all disclosed or disclosed in part, broken down by completion times and the percentage of requests responded to within their legislative timelines.





**Number of active requests as of the last day of the fiscal year:** On the last day of fiscal year 2023-2024, a total of nine requests were carried over to the 2024-2025 fiscal year. Out of the nine active requests, eight remained within their legislative timelines and one was beyond its legislative timeline. For more information on the breakdown of files received by fiscal year, please refer to table 1.1 in the Appendix C: Supplemental Statistical Report.



**Number of active complaints as of the last day of fiscal year:** During the 2023-2024 reporting period, two complaints were received and both were resolved informally prior to fiscal year end; therefore, no complaints were carried over to the 2024-2025 fiscal year.

**The number of pages processed:** In 2023-2024, the ATIP Secretariat processed 9925 pages under the PA, which is an increase of 67% from 2022-2023 where 5948 pages were processed. The increase in pages processed correlates to the increase in number of requests received.

**Application of exemptions and exclusions:**

- **Exemptions:** The multi-year trend from 2021-2022 to 2023-2024 shows that the personal information exemption (section 26 of the PA) has been applied consistently from one year to the next. In this reporting period, section 26 was applied in 14 out of 37 requests. Section 22(1)(b) was applied in one request and section 27 was applied in two requests. During the 2022-2023 reporting period, section 26 was applied in 13 of 26 requests, which is consistent with past reporting periods where in 2021-2022 it was applied in 16 of 29 requests.
- **Exclusions:** There were no exclusions applied during this reporting period.

**Application of extensions:** During the current reporting period, NRCan applied extensions to 18.9% of the requests completed. This is a decrease from 2022-2023 and 2021-2022 reporting periods where extensions were applied in 23.1% and 34.4% of the of cases, respectively. For all three reporting periods, extensions were invoked in accordance with section 15 of the PA (i.e. volume of records).

**Consultations completed from other institutions:** No privacy consultations were completed during this reporting period, same as in fiscal year 2022-2023. The last privacy consultation was during fiscal year 2021-2022, where NRCan completed one privacy consultation.

## **Requests for which records were “all disclosed” and “disclosed in part”:**

From April 1, 2023 to March 31, 2024, 5 requests were completed for which the records were all disclosed, and 16 requests were completed for which the records were disclosed in part. This represents 13.5% and 43.2%, respectively, of the privacy requests completed during the reporting period.

## **NRCan 2023-2024 Statistical Report on the *Privacy Act*:**

For more information, a copy of the 2023-2024 Statistical Report can be referenced at Appendix B.

## **NRCan 2023-2024 Supplemental Statistical Report on the *Privacy Act*:**

For more information, a copy of the 2023-2024 Supplemental Statistical Report can be referenced at Appendix C.

## **5. Training and Awareness**

As part of our continued efforts to promote general ATIP awareness at NRCan, in 2023-2024, the ATIP Secretariat delivered 28 ATIP-focused Training Sessions and 19 Privacy-focused Training Sessions to various program areas. The ATIP Secretariat worked with the internal marketing team, to advertise the training sessions through departmental newsletters, tv ads and work devices. A total of 1,105 employees participated in the ATIP-focused training sessions, while 254 employees participated in Privacy-focused training sessions. The success of this training initiative was record-breaking as it attained a total number of 1,359 departmental employees over the course of the year.

**Engagement and promotion of privacy management within NRCan:** In addition to the privacy training sessions offered to departmental employees, the ATIP Secretariat leveraged Data Privacy Week to foster awareness of privacy rights and obligations through the departmental newsletter.

## **6. Policies, Guidelines, Procedures**

The ATIP Secretariat continuously reviews its privacy practices and performance in accordance with the PA and the department’s Privacy Management Framework to maintain the highest standards of service. It does so in the following ways:

- **Privacy Advice Files:** To ensure that all privacy-related matters are addressed appropriately, and legislative requirements are consistently supported in a timely manner, the Policy and Governance team within the ATIP Secretariat, actively works with program areas, as part of their operations, to provide advice to the department on the collection, use, retention, disposal and disclosure of personal information. These advice files are tracked and monitored through the ATIP Secretariat’s case management system.

- In 2023-2024 the team received 92 requests for privacy advice on either the collection, use, disclosure, disposal or retention of personal information. By the end of the fiscal year, the team had completed 87 files which represents a 95% compliance rate.
- **Privacy Awareness and Engagement:** Key activities that the Policy and Governance team has participated in this year to maintain its highest standards of service include the following:
  - reviewing all departmental Treasury Board Submissions from a privacy perspective to ensure that the department acts in accordance with the requirements of the PA and the [Directive on Privacy Impact Assessment](#);
  - conducting privacy review of new programs or software's being acquired by the department;
  - implementing approval procedures related to disclosure of personal information pursuant to subsection 8(2) of the PA; and
  - actively collaborating with Human Resources and Information Management to promote privacy practices and privacy by design of new or existing programs and services (i.e. establishing departmental procedures related to the use of various features of M356, participating in discussions relating to return to the workplace for departmental employees to ensure that privacy considerations are taken into account).
- **Privacy by Design:** The ATIP Secretariat supported the sectors in meeting their obligations related to the Open Government Initiative. In this regard, the Policy and Governance Team continued to work with program areas to ensure that “privacy by design” is considered in open government activities so that the department is proactive and not reactive in considering privacy, security, and confidentiality of information that is made public.
- **Privacy-focused Participation:** The ATIP Secretariat participated in ATIP community working groups related to PA reform and privacy-management. This included the following interdepartmental working groups:
  - *Privacy Act* Modernization led by Justice Canada, Privacy in Contracting led by TBS, interdepartmental Privacy Policy Management, Indigenous Data Sovereignty, and Distinctions Based Indigenous Data. Participation in these working groups ensured that the department is in line with privacy policies, guidelines and procedures and that adjustments to departmental processes are made as necessary.
- **Presence in the Workplace:** Following TBS' Direction on Prescribed Presence in the Workplace, the ATIP Secretariat reviewed employee work arrangements and established telework agreements for its employees. The hybrid work model has contributed to the increase in productivity as it ensured that employees are equipped to succeed both on and off site.

## 7. Initiatives and Projects to Improve Privacy

NRCan is committed to leveraging opportunities aimed at reinforcing public trust. The following highlights the initiatives and projects underway to improve service to Canadians as it relates to protection of personal information and access to personal information, enhance trust and transparency and advance reconciliation with Indigenous Peoples.

## Improving Services to Canadians

- **Professional Development Program (PDP):** One of the key contributors to successfully delivering ATIP services in an efficient and timely manner is to strengthen the ATIP workforce. The NRCan ATIP Secretariat continues to build its function using its PDP, which was created in 2019. The PDP is a key human resources tool that is used to meet current and future demands by recruiting new entry-level ATIP professionals and supports them through their progression into a Senior ATIP Analyst position. During this reporting period, one staff member was appointed to a senior level analyst position through the PDP.
- **IT Modernization:** Technology plays a significant role in the constant evolution of the digital age. In 2023-2024, NRCan ATIP focused its efforts on establishing a project management plan to procure and implement a new ATIP request processing software solution (RPSS) to replace and improve upon its existing, outdated system. This project will span over a period of three years and will provide an opportunity for NRCan to further enhance digitization and innovation in its ATIP practices.

## Enhancing Trust and Transparency

- **Backlog Reduction Strategy:** To support access to information services, processes and timelines, the ATIP Secretariat prioritized the backlog of requests by developing a Backlog Reduction Strategy in April 2022. This strategy and aligned with the Chief Information Officer of Canada's message to institutions about their legal obligations under the ATIA as they plan for return to the workplace. Through this initiative, the ATIP Secretariat acquired temporary funding to engage the services of consultants who are focusing on clearing the departmental backlog of ATIP requests. This project is ongoing and at the end of 2023-2024, the department completed 101 files, which represents 46.75% of its total backlog requests.
- **Privacy Management Framework (PMF):** During this reporting period, the Policy and Governance team within the ATIP Secretariat started making updates to the NRCan PMF. The PMF outlines the privacy responsibilities of the department and includes references related to procedures, structures, policies and systems to ensure compliance with the PA. The updates to the framework align with the changes made to the policy instruments that support the administration of the Government of Canada's privacy program. This work is ongoing and the ATIP Secretariat is aiming to complete the updates by end of 2024-2025, prior to the second review of the ATIP legislation in 2025.

## Advancing Reconciliation with Indigenous Peoples

- **ATIP and Indigenous Reconciliation:** Advancing Indigenous reconciliation in the access to information regime is a key commitment of the government of Canada. In 2023-2024, the ATIP Secretariat prioritized the development of a

three-year Indigenous Reconciliation Action Plan (IRAP) that establishes actions to support the provision of more culturally appropriate services to Indigenous groups and improve the management of Indigenous data held by NRCan. While the ATIP Secretariat has implemented some of the measures outlined in the IRAP related to consultations and training, engagement with key stakeholders will continue with the intention to finalize the plan in the next reporting period. Awareness around advancing Indigenous reconciliation in the ATIP regime was included as a component in the departmental ATIP training sessions.

## **8. Summary of Key Issues and Actions Taken on Complaints**

In 2023-2024, the department received two privacy complaint notifications. These complaints were resolved informally, and no formal investigation was carried through.

## **9. Material Privacy Breaches**

NRCan reported one material privacy breach in 2023-2024, which was due to a cyberattack. The breach involved improper disclosure of Government of Canada employee personal information held by Brookfield Global Relocation Services (BGRS). Steps were taken by Treasury Board Secretariat to centrally coordinate mitigation and remediation in the case and corrective measures continue to be evaluated. Notification was sent to the affected individuals, the Office of the Privacy Commissioner of Canada, and to the Treasury Board Secretariat.

## **10. Privacy Impact Assessments (PIAs)**

No PIAs were completed by NRCan during the reporting period.

## **11. Public Interest Disclosures**

NRCan did not make any public interest disclosures during the reporting period.

## **12. Monitoring Compliance**

Monitoring ATIP compliance is a key component of improving ATIP performance. The ATIP Secretariat uses the following tools to ensure the right of access is respected.

**ATIP Weekly Planner:** The ATIP Secretariat routinely monitors departmental ATIP performance through the use of weekly reports and dashboards. The ATIP Planner is shared with senior officials on a weekly basis, including the Minister's office, and highlights the overall year to date compliance rate for the department, the number of requests received, and the number of requests closed.

**Sector Report Cards and Performance:** In 2023–2024, the ATIP Secretariat focused its efforts on data analytics to identify emerging trends and deficiencies in the ATIP process. Through this exercise, the ATIP Secretariat developed individualized sector report cards aimed at creating awareness of legislative

obligations and highlighting performance in this area. These reports cards are produced on a monthly frequency and are shared with senior officials on a quarterly basis. The ATIP Secretariat also worked closely with sectors that experience high volumes of ATIP requests to coordinate and expedite responses from those program areas. This collaboration with sectors created awareness of compliance and identified gaps in the process to further improve procedures and performance.

**Inter-institutional Consultations** To support the TBS-issued guidance relating to [Access to Information Implementation Notice 2022-01: Inter-institutional Consultations](#), NRCan limits inter-institutional consultations by only consulting when necessary and by sending out courtesy consultations when possible. In doing this, NRCan also exercises its discretion in the application of certain exemptions, as appropriate. In 2023-2024, NRCan continued to ensure that decisions to consult inter-institutionally are well documented and clearly established.

**Contracts:** The Policy and Governance team within the ATIP Secretariat actively works with program areas and legal services in the review of departmental contracts, agreements, and/or arrangements. The Policy and Governance team provides advice related to the privacy provisions of such contracts, agreements and/or arrangement. These internal consultations are tracked and monitored through our case management system.

## **Appendix A: Delegation Order**

### **Delegation Order – *Privacy Act* and *Privacy Regulations***

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The Minister of Natural Resources, pursuant to section 73 of the *Privacy Act* (PA), hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as the head of Natural Resources Canada, under the provisions of the PA and related regulations set out in the schedule below. This designation supersedes all previous delegation orders.

Deputy Minister / Associate Deputy Minister	Full delegation
Director General, Portfolio Management and Corporate Secretariat (responsible for the access to Information and privacy [ATIP] function)	Full delegation
Access to Information and Privacy Director	Full delegation
Access to Information and Privacy Deputy Director	Full delegation
Access to Information and Privacy Team Leader	10, 15, 17(2)(b), 17(3)(b) of the Privacy Act and 11(2), 11(4) of the Privacy Regulations

Original signed by: The Honourable Jonathan Wilkinson, P.C., M.P. Minister of Natural Resources Canada  
Date: November 17, 2021



## Appendix B: Statistical Report



Government  
of Canada

Gouvernement  
du Canada

### Statistical Report on the *Privacy Act*

Name of institution: Natural Resources Canada

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

#### Section 1: Requests Under the *Privacy Act*

##### 1.1 Number of requests received

		Number of Requests
Received during reporting period		43
Outstanding from previous reporting periods		3
• Outstanding from previous reporting period	3	
• Outstanding from more than one reporting period	0	
<b>Total</b>		46
Closed during reporting period		37
Carried over to next reporting period		9
• Carried over within legislated timeline	8	
• Carried over beyond legislated timeline	1	

##### 1.2 Channels of requests

Source	Number of Requests
Online	40
E-mail	3
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	43

## 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>		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
<b>Total</b>	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	1	3	1	0	0	0	0	5
Disclosed in part	1	7	5	1	1	1	0	16
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	2	1	0	0	0	0	5
Request abandoned	11	0	0	0	0	0	0	11
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>15</b>	<b>12</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>37</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)	1	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	14
19(1)(f)	0	22.1	0	27	2
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)	1	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	
3	18	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
9925	8801	32

#### 3.5.2 Relevant pages processed by 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	4	145	1	130	0	0	0	0	0	0
Disclosed in part	4	219	8	1978	2	1336	2	5936	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	10	0	1	181	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	18	364	10	2289	2	1336	2	5936	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>	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
<b>Total</b>	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
<b>Total</b>	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	33
Percentage of requests closed within legislated timelines (%)	89.18918919

### 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
4	2	1	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	1	1	2
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	1	1
More than 365 days	0	0	0
<b>Total</b>	1	3	4

### 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>	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	1
<b>Total</b>	1

### Section 6: Extensions

#### 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) 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	
7	0	7	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	7	0	0	0	0	0	0
31 days or greater								0
<b>Total</b>	0	7	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
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

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

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

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	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	1	11	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>	1	11	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
<b>Total</b>	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
2	0	0	0	2

## 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	15	0	0	0
Central	48	0	0	0
<b>Total</b>	<b>63</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Section 11: Privacy Breaches

### 11.1 Material Privacy Breaches reported

Number of material privacy breaches reported to TBS	1
Number of material privacy breaches reported to OPC	1

### 11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	3
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## Section 12: Resources Related to the Privacy Act

### 12.1 Allocated Costs

Expenditures		Amount
Salaries		\$290,268
Overtime		\$0
Goods and Services		\$60,687
• Professional services contracts	\$60,687	
• Other	\$0	
<b>Total</b>		<b>\$350,955</b>

### 12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	2.798
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.305
Students	0.421
<b>Total</b>	<b>3.524</b>

## Appendix C: Supplemental Statistical Report



Government of Canada    Gouvernement du Canada

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

Name of institution: Natural Resources 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 2023-2024	217	44	261
Received in 2022-2023	10	28	38
Received in 2021-2022	58	21	79
Received in 2020-2021	11	20	31
Received in 2019-2020	13	8	21
Received in 2018-2019	1	5	6
Received in 2017-2018	0	4	4
Received in 2016-2017	0	2	2
Received in 2015-2016	0	0	0
Received in 2014-2015 or earlier	0	0	0
<b>Total</b>	<b>310</b>	<b>132</b>	<b>442</b>

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

<b>Fiscal Year Open Complaints Were Received by Institution</b>	<b>Number of Open Complaints</b>
Received in 2023-2024	12
Received in 2022-2023	3
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 or earlier	0
<b>Total</b>	<b>15</b>

## 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 2023-2024	8	1	9
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 or earlier	0	0	0
<b>Total</b>	<b>8</b>	<b>1</b>	<b>9</b>

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

<b>Fiscal Year Open Complaints Were Received by Institution</b>	<b>Number of Open Complaints</b>
Received in 2023-2024	0
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 or earlier	0
<b>Total</b>	<b>0</b>

### **Section 3: Social Insurance Number**

<b>Has your institution begun a new collection or a new consistent use of the SIN in 2023-2024?</b>	<b>No</b>
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### **Section 4: Universal Access under the Privacy Act**

<b>How many requests were received from foreign nationals outside of Canada in 2023-2024?</b>	<b>0</b>
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