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# 2023-24 Annual Report on the Access to Information Act

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April 1, 2023 –  
March 31, 2024

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Natural Sciences and  
Engineering Research Council  
of Canada

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## **Introduction**

The Natural Sciences and Engineering Research Council of Canada (NSERC), through grants, fellowships, and scholarships, promotes and supports research and research training in the natural sciences and engineering to develop talent, generate discoveries, and support innovation in pursuit of economic and social outcomes for Canadians.

NSERC is a separate agency of the Government of Canada (GOC) established in 1978. It is funded directly by Parliament and reports to the Minister of Innovation, Science, and Industry. The functions of NSERC are governed by the authority and responsibility assigned to it under the **Natural Sciences and Engineering Research Council Act** (1976-1977, c.24).

NSERC is led by a President and a **Governing Council** comprised of up to 18 distinguished members from the private and public sectors. Policy matters are advised by Council's standing committees, and funding decisions are made by the President, or designate, based on peer review committees' recommendations.

The **Access to Information Act** provides Canadians with a right of access to information in records under the control of a government institution in accordance with the principle that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government.

NSERC is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* for 2023-24. This report is prepared and tabled in accordance with the following:

- section 94 of the *Access to Information Act* requires that the head of every federal institution prepare and submit an annual report to Parliament on the administration of the *Act* within the institution during the fiscal year.
- section 20 of the *Service Fees Act* requires that a responsible authority report annually to Parliament on the fees collected by institutions.

## **Administration of the Access to Information Act**

At NSERC, the Access to Information and Privacy (ATIP) office resides in the Governance, Risk & Compliance (GRC) Division under the Strategic, Corporate and Public Affairs (SCPA) Directorate.

The ATIP office is overseen by the ATIP Manager who reports to the Executive Director, Governance, Risk and Compliance. The Manager is supported by an ATIP Analyst and two ATIP & Secretariat Officers. The ATIP office is responsible for processing requests under the *Access to Information Act* and the *Privacy Act* (the *Acts*) and providing support and advice on its administration to meet the various Treasury Board of Canada Secretariat (TBS) requirements in connection with the *Acts*. In 2023-24, four full-time equivalent employees at various levels were responsible for administering both *Acts*.

The ATIP office is responsible for the following activities:

- managing all response to both formal and informal requests made under the *Acts*;
- developing policies, guidelines and procedures with respect to fulfilling NSERC's legislative requirements of the *Acts*;
- promoting awareness of the *Acts*, delivering training, and providing interpretation, advice and recommendations to NSERC employees as they fulfill their obligations under the *Acts*;
- monitoring compliance with the *Acts*;
- completing Privacy Impact Assessments (PIAs) when appropriate;
- managing privacy breaches;
- updating the NSERC Info Source chapter annually; and,
- preparing annual reports for tabling.

NSERC was not party to any service agreements under section 96 of the *Access to Information Act (the Act)* during this reporting period and did not have any non-operational ("paper") subsidiaries.

During 2023-24, NSERC's ATIP office demonstrated a strong commitment to enhancing its accountability and transparency to promote an open and democratic society to all Canadians. The most significant change impacting the ATIP office this year involved developing internal capacity to information expertise in the absence of outside contractors and providing knowledge to NSERC employees about how timely access to information is necessary to fulfill NSERC's corporate responsibilities, ensure records are made available to the public in accordance with the *Act* and protect personal information. In addition, mentorship, and a clear vision for the ATIP team were established, resulting in a significant improvement in ATI compliance.

NSERC's President and senior management are informed of key decisions and developments in the administration and implementation of the *Act*, as appropriate. The ATIP office provides regular reports to the Executive Director, Governance, Risk and Compliance, who updates the Vice-President, Strategic, Corporate and Public Affairs, who then briefs the President, as needed.

When advice on the administration of the *Act* is required, it is sought from one or several of the following: the TBS, Department of Justice legal counsel, the Office of the Information Commissioner of Canada (OIC), and/or other federal government ATIP offices.

## **Delegation order for the Access to Information Act**

Pursuant to subsection 95(1) of the *Access to Information Act*, the President of NSERC has delegated the powers, duties, and functions for the administration of the *Access to Information Act* to the following NSERC officials:

- Vice-President, Strategic, Corporate and Public Affairs
- Executive Director, Governance, Risk and Compliance & Secretary to Council
- Manager, ATIP & Governance

This Delegation of Authority was signed on August 15, 2022, and can be found in Appendix A.

## **Statistical report**

Statistical reports prepared by government institutions provide aggregate data on the application of the *Access to Information Act* and the *Privacy Act*. This information is made public annually in a statistical report that is included with the annual reports on access to information and privacy tabled in Parliament by each institution. NSERC's statistical report on the *Access to Information Act* for 2023-24 is provided in Appendix B.

This year, institutions were also required to report on the following additional criteria:

- open requests under the *Access to Information Act* that are outstanding from previous reporting periods and broken down by if they are within or beyond legislated timelines.
- open complaints under the *Access to Information Act* that are outstanding from previous reporting periods.

This information is included in the 2023-24 Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act* and can be found in Appendix C.

## **Performance 2023-24**

This section provides an overview of key data on NSERC's performance for the year, as reflected in the statistical report for 2023-24.

### **Formal requests**

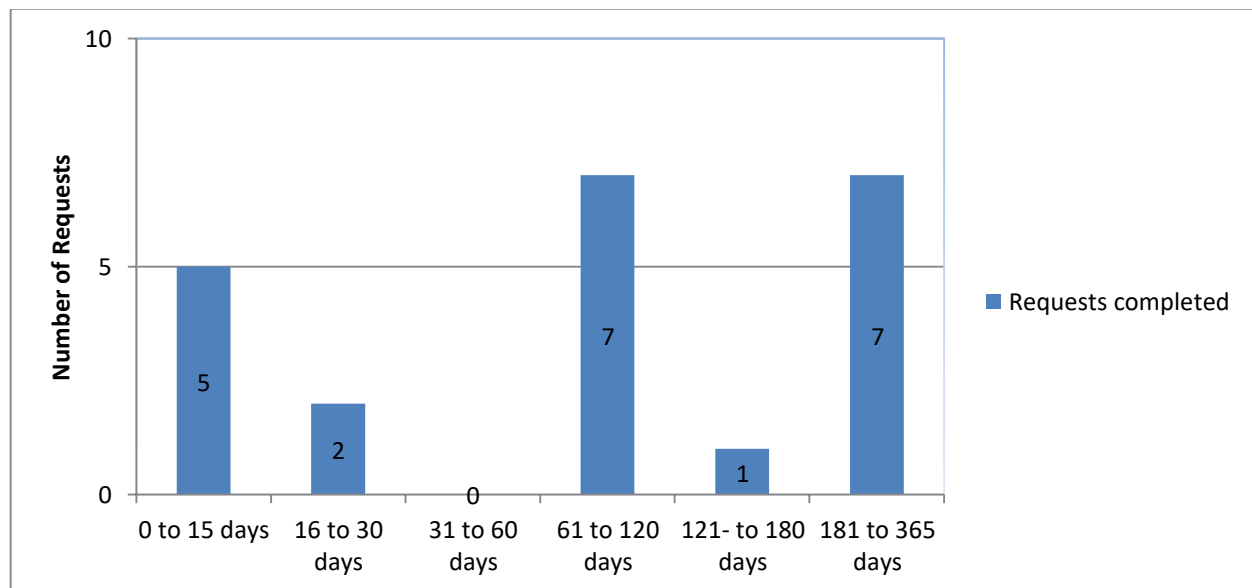
In the fiscal year 2023-24, NSERC received a total of 16 requests under the *Access to Information Act*; 4 less than the previous fiscal year (20 in 2022-23). Nine access requests from the previous reporting period were still active and carried over within legislated timeline into 2023-24. A total of 3 requests which were received in fiscal year 2023-24 were carried forward to 2024-25; all 3 are within legislated timelines. Sustained focus on the prioritization and organization of processing requests had an impact on the overall compliance rate in 2023-24. These efforts have resulted in a significant reduction in the number of requests carried forward, and in resolving complaints filed with the OIC. During this reporting period, 21 of the 22 requests (95%) were processed and closed within the legislated time limit. Additionally, the steady number of incoming requests is partially

attributed to the implementation of the *National Security Guidelines for Research Partnerships*, which was a significant initiative that resulted in 5 requests (23%) of all requests completed in 2023-24.

Twenty-two access requests were closed in 2023-24. This is 1 more than in the previous fiscal year (21 in 2022-23).

Graph 1 shows the number of access to information requests by completion time for the reporting period 2023-24.

**Graph 1: Number of access to information requests by completion time**

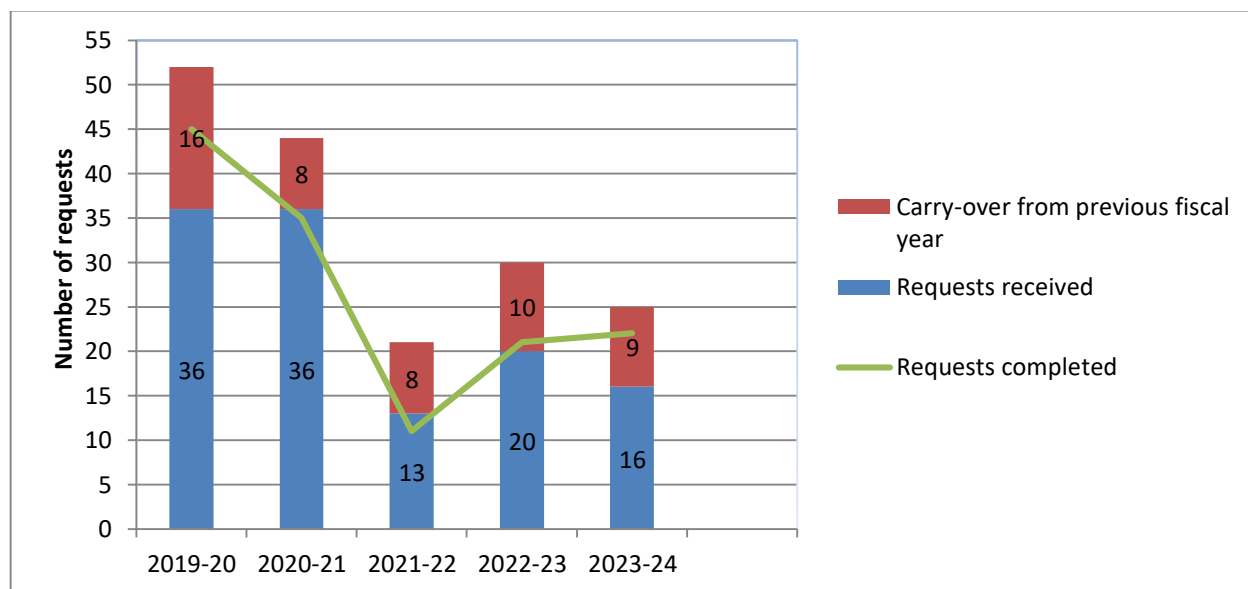


All requests were processed within the legislated timelines with extensions permitted under the *Act* except for 1 request that closed with an extension but went beyond the legislated timeline and deemed refusal, within 306 days. This request could not be completed within legislated deadline because of additional time needed for external consultations. This represents an 87.5% decrease compared to the 8 requests that were in deemed refusal and that were closed in 2022-23. The percentage of requests closed within legislated timelines with or without extensions during the reporting period was 95%. This figure compares to 62% in 2022-23 and 73% in 2021-22.

Of the requests completed in 2023-24, none was disclosed in full, 16 were disclosed in part, 4 resulted in no records and 2 requests were transferred to other government institutions. The percentage of completed requests for which records were “all disclosed” is 0%, for which records were “disclosed in part” is 73%, for which “no records existed” is 18% and for which the “requests were transferred” is 9%.

Graph 2 shows the annual number of access to information requests received by NSERC, along with the carried forward and closed requests for 2019-20 to 2023-24.

**Graph 2: Annual number of access to information requests received, carried over and closed.**



In 2023-24, NSERC invoked extensions for 15 completed requests, 3 of those requests had two types of extensions which accounts for 68% of all completed requests. The reasons for the extensions are as follows:

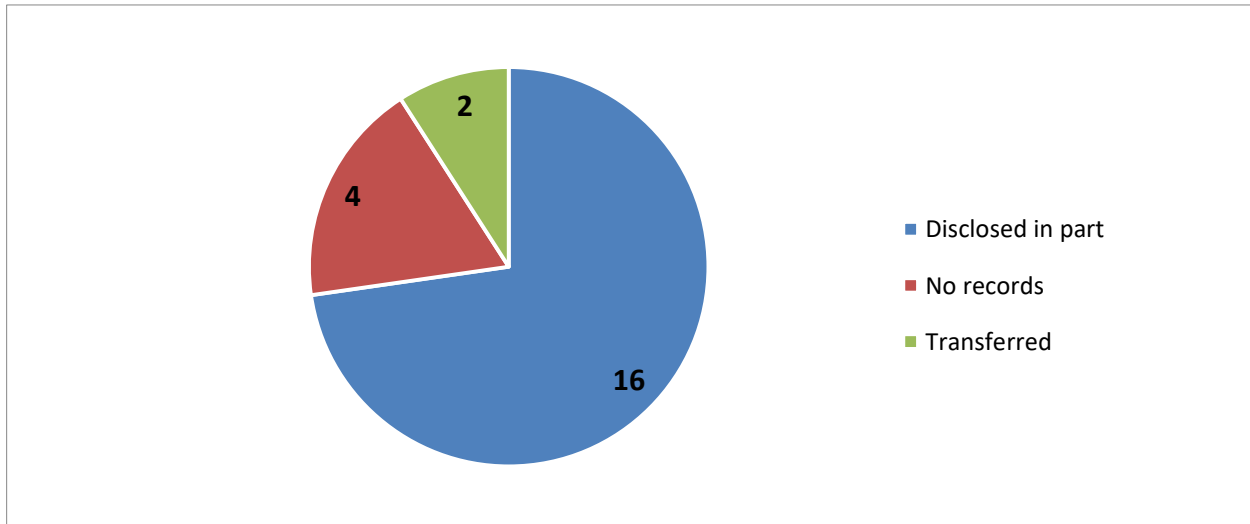
- 9(1)(a) interference with operations, the requirement to conduct a large search and based on the high volume of records (13 applications)
- 9(1)(b), consultations (5 applications)

Additionally, the statistics show that NSERC applied a variety of exempting provisions in 2023-24. In some cases, more than one provision was invoked for a single request and therefore the same request was counted more than once. In descending order, NSERC's most frequently used sections include 19(1), 20(1)(b), 21(1)(a) and 21(1)(b), 20(1)(c), as well as 16(2)(c) and 15(1).

In 2023-24, NSERC had 1 exclusion invoked under section 69 of the *Act* (Cabinet confidences). Of the closed requests, 2 contained information that was subject to exclusions under the *Act* and this information was not disclosed. The exclusions applied are 68(a) and 69(1)(g).

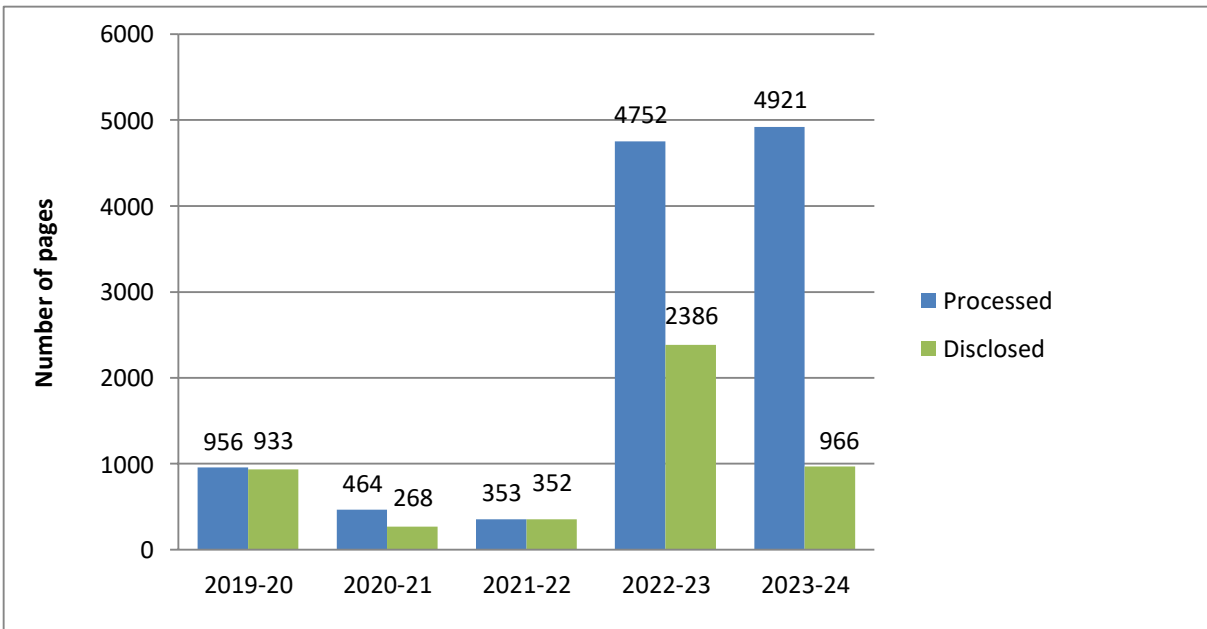
In terms of number of pages processed and pages disclosed, NSERC processed 4921 pages of records, 966 of which were disclosed in the 2023-24 reporting period. This number is comparable to the previous fiscal year (2022-23), where NSERC processed 4752 pages. However, the number of pages disclosed this period is significantly lower to the previous fiscal year (2022-23), where 2386 pages were disclosed. This difference is attributed to a high number of duplicate records and documents that were not found to be within the scope of requests during processing. Graph 3 shows the disposition of access to information requests completed in 2023-24.

**Graph 3: Number of access to information requests completed in 2023-24 by disposition**



Graph 4 shows the annual number of pages processed and pages disclosed by NSERC from 2019-20 to 2023-24.

**Graph 4: Number of pages processed, and pages disclosed, by fiscal year**



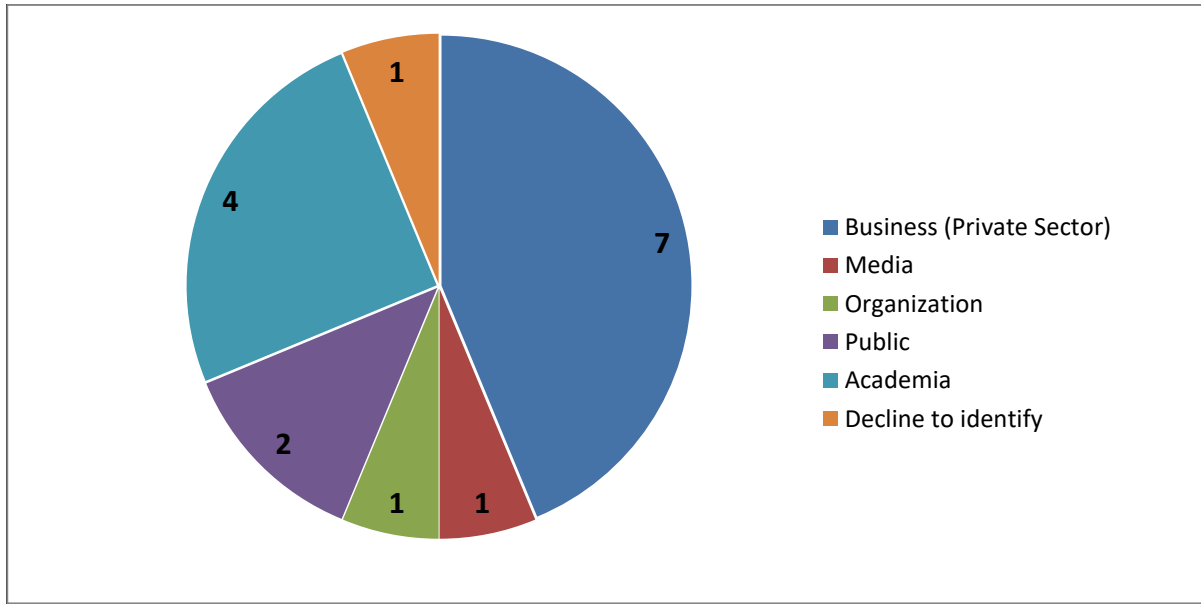
**Sources of requests**

In 2023-24, 44% of requests were received from private sector businesses, 25% from academia, 13% from the public, and 6% from each the media, organizations and from individuals who declined to identify. In 2023-24, the source of requests has remained



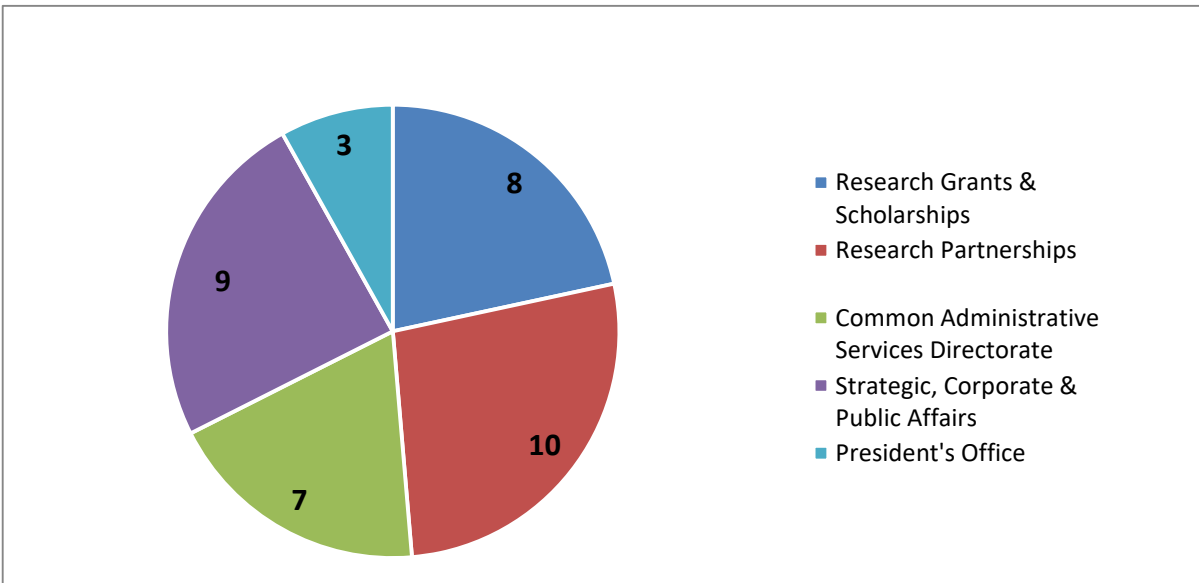
largely consistent with the average source of request by category, however an increase in requests from private sector businesses and a decrease in requests from the media is noted. Comparatively, 2022-23 saw 10% of requests from private sector businesses 45% from the media. Graph 5 shows the number of access to information requests annually by source for 2023-24.

**Graph 5: Number of access to information requests by source for 2023-24**



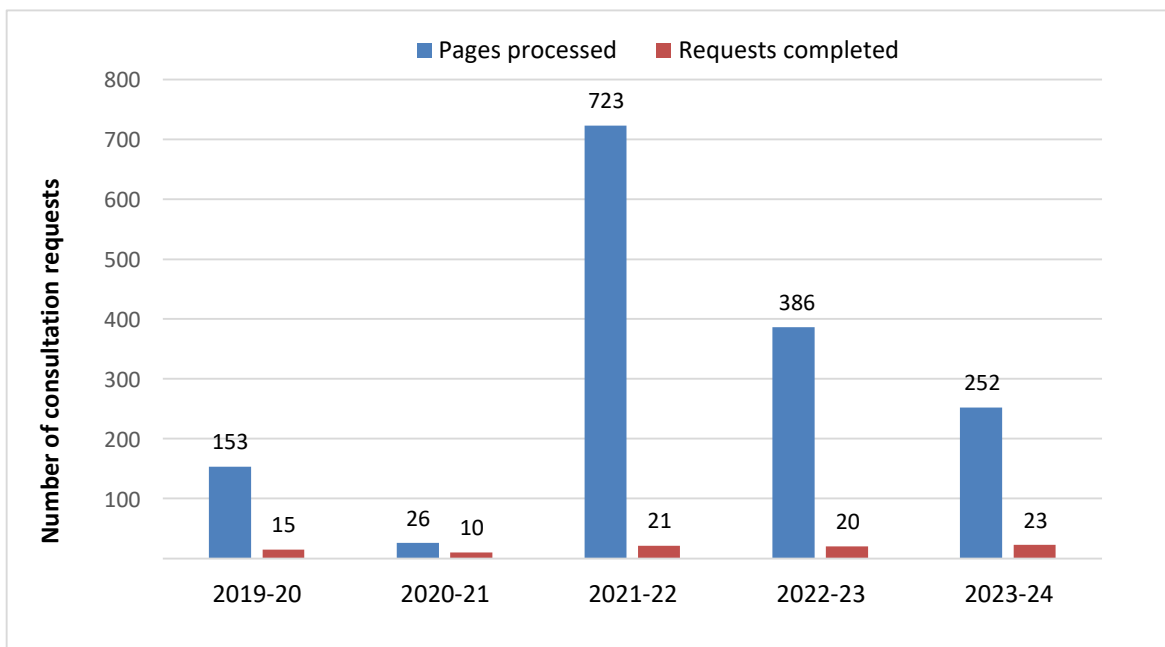
In terms of tasking of records, the requests were distributed across offices of primary interest (OPIs) within NSERC. In total, the ATIP office, initiated 37 taskings, with the majority of the tasking going to NSERC's program directorates (Research Partnerships and Research Grants & Scholarships). This year's tasking is consistent with the previous year (8 to RGS; 7 to RP in 2022-23) The distribution of tasking to OPIs for 2023-24 can be found in Graph 6.

**Graph 6: Access to information requests assigned to offices of primary interest in 2023-24**



In addition, NSERC received and completed 23 consultation requests from other GOC institutions in 2023-24. All consultations were closed within 30 days of receipt. This number is comparable to previous years; 20 received in 2022-23 and 21 received in 2021-22, however fewer pages were processed this reporting period with 252 pages compared to 386 pages processed in 2022-23; as shown in Graph 7.

**Graph 7: Pages processed and consultations completed per fiscal year**



## **Informal requests**

In 2023-24, NSERC received 12 informal external requests and 1 informal internal request. Eleven requests were completed within the reporting period and 2 were carried over into 2024-25. The number of informal requests received this reporting period is much higher than the previous year (8 in 2022-23). This represents an increase of 63%. Nine of the 12 external requests involved a re-release of closed access to information requests and 4 of these requests involved records on *National Security Guidelines for Research Partnerships* (44%).

## **Complaints and audits**

No complaints pertaining to NSERC access to information requests were filed with the OIC during 2023-24. Two ongoing complaints remained ongoing at the beginning of the 2023-24 fiscal year:

- One ongoing complaint relating to exemptions carried over from 2019-20 was closed during the 2023-24 period after receiving a notice of discontinuance from the OIC.
- One ongoing complaint carried over from 2022-23, relating to exemptions was outstanding at the beginning of 2023-24 and resolved and closed during the same reporting period with a final report under section 37(2).

NSERC experienced no court challenges related to access to information during the reporting period.

There were no active complaints as of the end of the fiscal year.

NSERC experienced no audits relating to the administration of ATIP legislation during the reporting period.

## **Education, training and awareness**

Throughout the year, NSERC staff and management are reminded and encouraged to consult the ATIP office on any issues that might affect the implementation of the *Act* when and where appropriate, and in the initial stages of developing new initiatives and programs.

The ATIP office provided training to agency staff on the provisions of the access to information legislation, key concepts, and definitions, NSERC's procedures for processing both formal and informal access to information requests, and employee's responsibilities with respect to the *Act*. Staff were encouraged to take the Access to Information and Privacy Fundamentals training along with other ATIP-relevant courses offered through the Canada School of Public Service.

## **Policies, guidelines, and procedures**

No new or revised access to information policies or guidelines were formally implemented during the last fiscal year. Since March 2020, ATIP processing and procedures have been entirely digital. In 2022-23, the ATIP office completed onboarding to the ATIP Online Management Tools (AOMT) and began processing requests through the online system.

NSERC's ATIP office continued to provide advice and recommendations to NSERC employees around replies to Parliamentary Questions, ATI Protocols, ATI Attestations, Memoranda of Understanding, audits, evaluations, and security reports. The ATIP office distributed weekly status reports on access to information requests to NSERC senior management.

## **Information holdings**

NSERC regularly publishes an inventory of its information holdings to assist individuals in exercising their rights under the *Access to Information and Privacy Acts*, and to support the federal government's commitment to facilitate access to information on its activities, available to the public on the Internet, free of charge. A description of NSERC's functions, programs, activities and related information holdings can be found in *Info Source: Sources of Federal Government and Employee Information*.

In accordance with the federal government's policy on proactive disclosure, ATI monthly summaries, grant related requests, contracts, travel, hospitality, conference expenses, evaluation and audit reports are also posted on NSERC's website under **Transparency**, and on the federal government's **Open Government** website. The NSERC website's **ATIP page** provides background information on the *Acts* and useful information about services provided.

## **Costs**

During 2023-24, NSERC's total cost for administering the access to information program was \$229,503 which was allocated to salaries and professional development. This figure represents an increase of 17% compared to \$195,344 in 2022-23 and a decrease of 3% compared to \$236,714 in 2021-22.

The human resources utilized to administer the *access to information act* for this reporting period were estimated at 2.100 FTE, which remained the same as 2.100 FTE reported for the 2022-23 fiscal year.

NSERC's ATIP Manager position, the ATIP Analyst position and the two ATIP & Secretariat positions are filled on a permanent basis. These positions remained filled and uninterrupted throughout the current reporting period. NSERC has made a commitment to continue to build its internal ATIP unit and expertise to increase stability and improve ATIP service delivery.

With respect to fees collected in 2023-24 under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*:

- Fee payable: \$5.00 application fee is the only fee charged for an ATI request
- Total revenue: \$70
- NSERC waived \$10.00 in application fees

## **Proactive Publication under Part 2 of the Access to Information Act**

NSERC is a government institution listed in Schedule II of the *Financial Administration Act* for the purposes of **Part 2 of the Access to Information Act**.

As such, NSERC is subject to the following proactive publication requirements under the *Access to Information Act*:

<b>Legislative Requirement</b>	<b>Section</b>	<b>Publication Timeline</b>	<b>Institutional Requirement</b>
<b>All Government Institutions as defined in section 3 of the Access to Information Act</b>			
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y
Reports tabled in Parliament	84	Within 30 days after tabling	Y
<b>Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the Financial Administration Act</b>			
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Y
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	Y
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Y
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	Y
Packages of briefing materials prepared for a deputy head or	88(c)	Within 120 days after appearance	Y

equivalent's appearance before a committee of Parliament			
<b>Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)</b>			
Reclassification of positions	85	Within 30 days after the quarter	N
<b>Ministers</b>			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Commons in June and December	N
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	N
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N
Ministers' Offices Expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	N

NSERC publishes information as required for proactive publication requirements on [Open Government](#) and NSERC's website under [Transparency](#). The responsible divisions within NSERC have established processes to ensure timely publishing, including monthly updating of reports and quarterly reminders.

NSERC published 100% of proactive publication requirements due during the reporting period within the legislative timelines, with the exception of packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament [section 88(c)]. NSERC has a small parliamentary team and committee appearances are not frequent. Procedures and systems to meet this proactive publication requirement have been implemented to ensure future compliance.

## **Monitoring**

The ATIP office produces weekly status reports and ad hoc reports to monitor NSERC's compliance with the *Access to Information Act*. In 2023-24 the ATIP office increased its emphasis on creating and updating procedural guides to meet compliance with ATIP obligations. Reporting also occurs through weekly ATIP reports and through the ATIP software.

NSERC's President and senior management are informed of key decisions and developments in the administration and implementation of the *Act*, as appropriate. The ATIP office provides regular reports to the Executive Director, Governance, Risk and Compliance, who updates the Vice-President, Strategic, Corporate and Public Affairs, who then briefs the President as needed.

## **Final remarks**

In 2023-24, NSERC started the year with sustained focus on closing the carried over requests that had an impact on the overall compliance rate in the previous year. The statistics show that there were 9 requests carried over from the previous fiscal year and 16 new requests to process; several of which required consultations. Being a small ATIP office, this situation added operational pressure in the first half of the fiscal year. This required the ATIP office to establish operational priorities and to claim appropriate extensions of time. Additionally, NSERC remained committed to assisting requesters in refining their requests and focused on prioritizing the processing of requests based on legislative timeline and analysis required.

NSERC continues to prioritize the digital transformation of the ATIP office that was advanced during the COVID-19 pandemic. With the implementation of tools such as SharePoint and the ATIP Online Management Tool (AOMT) across the GOC, the ATIP office continues to find ways to create new and effective methods of communication. Additionally, the ATIP office in collaboration with NSERC's Information and Innovation Solutions team are working toward acquiring new powerful ATIP software with some 'AI' capability to replace the detailed manual work currently required. These developments towards further technological innovation and integration are expected to continue into the 2024-25 fiscal year by procuring new ATIP software.

OFFICIAL DOCUMENT

**NATURAL SCIENCES AND  
ENGINEERING RESEARCH COUNCIL OF  
CANADA**

**DELEGATION OF AUTHORITY**

**ACCESS TO INFORMATION ACT AND  
PRIVACY ACT**

I, the President of the Natural Sciences and Engineering Research Council of Canada, pursuant to Section 95(1) of the *Access to Information Act* and section 73(1) of the *Privacy Act*, hereby authorize employees of the Natural Sciences and Engineering Research Council of Canada, whose positions are set out in the attached Schedule, to carry out those of my powers, duties or functions under the Acts that are set in the Schedule in relation to those positions.

Dated at Ottawa

This 15 day of August, 2022

DOCUMENT OFFICIEL

**CONSEIL DE RECHERCHES EN  
SCIENCES NATURELLES ET EN  
GÉNIE DU CANADA**

**DÉLÉGATION DE POUVOIRS**

**LOI SUR L'ACCÈS À  
L'INFORMATION ET LOI SUR LA  
PROTECTION DES  
RENSEIGNEMENTS  
PERSONNELS**

En ma qualité de président du Conseil de recherches en sciences naturelles et en génie du Canada et conformément à l'article 95(1) de la *Loi sur l'accès à l'information* et à l'article 73(1) de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente les employés du Conseil de recherches en sciences naturelles et en génie du Canada dont les postes sont indiqués dans l'annexe ci-jointe à exécuter ces attributions en vertu des lois précisées dans l'annexe visant ces postes.

Fait à Ottawa

Ce 15 jour de août, 2022



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Alejandro Adem  
(President/Président)

Natural Sciences and Engineering Research Council of Canada/  
Conseil de recherche en sciences naturelles et génie du Canada



Delegation		Position Title			
		President	VP-SCPA	ED-GRC	Manager ATIP & Governance
Description	Section	1	2	3	4
<b>Access to Information Act</b>					
Responsibility of government institutions	4(2.1)	yes	yes	yes	yes
Notice where access granted	7	yes	yes	yes	yes
Transfer of request	8(1)	yes	yes	yes	yes
Extension of time limits	9(1)	yes	yes	yes	yes
Notice of extension to Commissioner	9(2)	yes	yes	yes	yes
Payment of additional fees	11(2)	yes	yes	yes	yes
Payment of fees for EDP record	11(3)	yes	yes	yes	yes
Deposit	11(4)	yes	yes	yes	yes
Notice of fee payment	11(5)	yes	yes	yes	yes
Waiver or refund of fees	11(6)	yes	yes	yes	yes
Translation	12(2)(b)	yes	yes	yes	yes
Conversion to alternate format	12(3)(b)	yes	yes	yes	yes
Information obtained in confidence	13	yes	yes	yes	no
Refuse access – federal-provincial affairs	14	yes	yes	yes	no
Refuse access – international affairs, defense	15(1)	yes	yes	yes	no
Refuse access – law enforcement and investigation	16(1)	yes	yes	yes	no
Refuse access –	16(2)	yes	yes	yes	no

Delegation		Position Title			
		President	VP-SCPA	ED-GRC	Manager ATIP & Governance
Description	Section	1	2	3	4
security information					
Refuse access – policing services for provinces or municipalities	16(3)	yes	yes	yes	no
Refuse access – <i>Public Service Disclosure Protection Act</i>	16.5	yes	yes	yes	no
Refuse access – safety of individuals	17	yes	yes	yes	no
Refuse access – economic interests of Canada	18	yes	yes	yes	no
Refuse access – another person’s information	19(1)	yes	yes	yes	yes
Disclose personal information	19(2)	yes	yes	yes	yes
Refuse access – third party information	20(1)	yes	yes	yes	yes
Disclose testing methods	20(2) & (3)	yes	yes	yes	yes
Disclose third party information	20(5)	yes	yes	yes	yes
Disclose in public interest	20(6)	yes	yes	yes	no
Refuse access – advice, etc.	21	yes	yes	yes	no
Refuse access – tests and audits	22	yes	yes	yes	yes
Refuse access – internal audits	22.1	yes	yes	yes	no
Refuse access – solicitor-client	23	yes	yes	yes	yes

Delegation		Position Title			
		President	VP-SCPA	ED-GRC	Manager ATIP & Governance
Description	Section	1	2	3	4
privilege					
Refuse access – prohibited information	24(1)	yes	yes	yes	yes
Disclose severed information	25	yes	yes	yes	yes
Refuse access – information to be published	26	yes	yes	yes	yes
Notice to third parties	27(1)	yes	yes	yes	yes
Extension of time limit	27(4)	yes	yes	yes	yes
Notice of third party disclosure	28(1)	yes	yes	yes	yes
Representation to be made in writing	28(2)	yes	yes	yes	yes
Disclosure of record	28(4)	yes	yes	yes	yes
Notice to third party	33	yes	yes	yes	yes
Right to make representations	35(2)	yes	yes	yes	yes
Access given to complainant	37(4)	yes	yes	yes	yes
Notice to third party of court action	43(1)	yes	yes	yes	yes
Notice to person who requested record	44(2)	yes	yes	yes	yes
Special rules for hearings	52(2)(b)	yes	yes	yes	yes
Ex parte representations	52(3)	yes	yes	yes	yes
Annual report –	94	yes	yes	yes	no

Delegation		Position Title			
		President	VP-SCPA	ED-GRC	Manager ATIP & Governance
Description	Section	1	2	3	4
government institutions					
<b><i>Access to Information Regulations</i></b>					
Search and preparation fees	7(2)	yes	yes	yes	yes
Production and programming fees	7(3)	yes	yes	yes	yes
Providing access to record(s)	8	yes	yes	yes	yes
Limitations in respect of format	8.1	yes	yes	yes	yes

Conseil de recherches en sciences naturelles et en génie du Canada

Délégation		Titre des postes			
		Président	VP-ASOP	DG-GRC	Gestionnaire AIPRP & Gouvernance
Description	Disposition	1	2	3	4
<b><i>Loi sur l'accès à l'information</i></b>					
Responsable de l'institution fédérale	4(2.1)	oui	oui	oui	oui
Notification lorsqu'il y a communication	7	oui	oui	oui	oui
Transmission de la demande	8(1)	oui	oui	oui	oui
Prorogation du délai	9(1)	oui	oui	oui	oui
Avis au Commissaire concernant la prorogation	9(2)	oui	oui	oui	oui
Versement de frais supplémentaires	11(2)	oui	oui	oui	oui
Versement de frais pour document informatisé	11(3)	oui	oui	oui	oui
Acompte	11(4)	oui	oui	oui	oui
Avis concernant le versement	11(5)	oui	oui	oui	oui
Dispense ou remboursement de frais	11(6)	oui	oui	oui	oui
Traduction	12(2)(b)	oui	oui	oui	oui
Transfert sur un support de substitution	12(3)(b)	oui	oui	oui	oui
Renseignements confidentiels	13	oui	oui	oui	non
Refus de divulgation – affaires fédérales-provinciales	14	oui	oui	oui	non

Délégation		Titre des postes			
		Président	VP-ASOP	DG-GRC	Gestionnaire AIPRP & Gouvernance
Description	Disposition	1	2	3	4
Refus de divulgation – affaires internationales et défense	15(1)	oui	oui	oui	non
Refus de divulgation – application de la loi et enquête	16(1)	oui	oui	oui	non
Refus de divulgation – méthodes de protection	16(2)	oui	oui	oui	non
Refus de divulgation – fonctions de police provinciale ou municipales	16(3)	oui	oui	oui	non
Refus de divulgation – Loi sur la protection des fonctionnaires divulgateurs d’actes répréhensibles	16.5	oui	oui	oui	non
Refus de divulgation – sécurité des individus	17	oui	oui	oui	non
Refus de divulgation – intérêts économiques du Canada	18	oui	oui	oui	non
Refus de divulgation – renseignements personnels d’un tiers	19(1)	oui	oui	oui	oui
Divulgation de renseignements personnels	19(2)	oui	oui	oui	oui
Refus de divulgation – renseignements de tiers	20(1)	oui	oui	oui	oui
Divulgation des méthodes pour les essais	20(2) & (3)	oui	oui	oui	oui
Divulgation des	20(5)	oui	oui	oui	oui

Délégation		Titre des postes			
		Président	VP-ASOP	DG-GRC	Gestionnaire AIPRP & Gouvernance
Description	Disposition	1	2	3	4
renseignements d'un tiers					
Divulgence dans l'intérêt public	20(6)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>non</b>
Refus de divulgation – avis, etc.	21	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>non</b>
Refus de divulgation – examens et vérifications	22	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Vérifications internes	22.1	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>non</b>
Refus de divulgation – secret professionnel des avocats	23	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Refus de divulgation – renseignements interdits	24(1)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Divulgence de prélèvements	25	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Refus de divulgation – pour publication	26	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Avis aux tiers	27(1)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Prorogation du délai	27(4)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Avis concernant la divulgation des renseignements de tiers	28(1)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Observations écrites	28(2)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Divulgence du document	28(4)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Divulgence sur recommandation du Commissaire	29(1)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Avis au tiers	33	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>

Délégation		Titre des postes			
		Président	VP-ASOP	DG-GRC	Gestionnaire AIPRP & Gouvernance
Description	Disposition	1	2	3	4
Droit de présenter des observations	35(2)	oui	oui	oui	oui
Divulgence accordée	37(4)	oui	oui	oui	oui
Avis au tiers concernant le recours à la Cour	43(1)	oui	oui	oui	oui
Avis à la personne qui a fait la demande	44(2)	oui	oui	oui	oui
Règles spéciales pour l'audition	52(2)(b)	oui	oui	oui	oui
Présentation d'arguments en l'absence d'une partie	52(3)	oui	oui	oui	oui
Rapport annuel des institutions fédérales	94	oui	oui	oui	non
<b>Règlements sur l'accès à l'information</b>					
Frais de recherche et de préparation	7(2)	oui	oui	oui	oui
Coût de production et de programmation	7(3)	oui	oui	oui	oui
Accès aux documents	8	oui	oui	oui	oui
Restrictions applicables au support	8.1	oui	oui	oui	oui



Delegation		Position Title			
		President	VP-SCPA	ED-GRC & Secretary to Council	Manager ATIP & Governance
Descriptions	Section	1	2	3	4
<b>Privacy Act</b>					
Disclosure for research and statistics	8(2)(j)	yes	yes	yes	no
Disclosure in public interest clearly outweighs any invasion of privacy	8(2)(m)(i)	yes	yes	yes	no
Disclosure in public interest, benefit of individual	8(2)(m)(ii)	yes	yes	yes	no
Record of disclosure for investigations	8(4)	yes	yes	yes	no
Notify Privacy Commissioner of 8(2)(m)	8(5)	yes	yes	yes	no
Record of consistent uses	9(1)	yes	yes	yes	no
Notify Privacy Commissioner of consistent uses	9(4)	yes	yes	yes	no
Personal information in banks	10(1)	yes	yes	yes	yes
Notice where access is granted	14	yes	yes	yes	yes
Extension of time limits	15	yes	yes	yes	yes
Decision regarding translation	17(2)(b)	yes	yes	yes	yes
Conversion to alternate format	17(3)(b)	yes	yes	yes	yes
Refuse access – exempt bank	18(2)	yes	yes	yes	yes
Refuse access – confidential information	19(1)	yes	yes	yes	no

Delegation		Position Title			
		President	VP-SCPA	ED-GRC & Secretary to Council	Manager ATIP & Governance
Descriptions	Section	1	2	3	4
Disclose confidential information	19(2)	yes	yes	yes	no
Refuse access – federal-provincial affairs	20	yes	yes	yes	no
Refuse access – international affairs, defence	21	yes	yes	yes	no
Refuse access – law enforcement and investigation	22	yes	yes	yes	no
Refuse access – <i>Public Service Disclosure Protection Act</i>	22.3	yes	yes	yes	no
Refuse access – security clearance	23	yes	yes	yes	yes
Refuse access – person under sentence	24	yes	yes	yes	yes
Refuse access – safety of individuals	25	yes	yes	yes	no
Refuse access – another person’s information	26	yes	yes	yes	yes
Refuse access – solicitor-client privilege	27	yes	yes	yes	yes
Refuse access – medical record	28	yes	yes	yes	no
Receive notice of investigation	31	yes	yes	yes	yes
Representation to Privacy Commissioner	33(2)	yes	yes	yes	yes
Findings and recommendations of Privacy Commissioner	35(1)	yes	yes	yes	yes
Access given to complainant	35(4)	yes	yes	yes	yes
Report of findings and recommendations (exempt banks)	36(3)	yes	yes	yes	yes

Delegation		Position Title			
		President	VP-SCPA	ED-GRC & Secretary to Council	Manager ATIP & Governance
Descriptions	Section	1	2	3	4
Response to review of compliance	37(3)	yes	yes	yes	yes
Request of court hearing in the National Capital Region	51(2)(b)	yes	yes	yes	yes
Ex parte representation to court	51(3)	yes	yes	yes	yes
Annual report – government institutions	72(1)	yes	yes	yes	no
<b>Privacy Regulations</b>					
Reasonable facilities and time provided to examine personal information	9	yes	yes	yes	yes
Notification that correction to personal information has been made	11(2)	yes	yes	yes	yes
Notification that correction to personal information has been refused	11(4)	yes	yes	yes	yes
Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	13(1)	yes	yes	yes	no
Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	14	yes	yes	yes	no

Délégation		Titre des postes			
		Président	VP-ASOP	DG-GRC	Gestionnaire AIPRP & gouvernance
Descriptions	Disposition	1	2	3	4
<b>Loi sur la protection des renseignements personnels</b>					
Communication pour des travaux de recherche ou de statistique	8(2)(j)	oui	oui	oui	non
Communication dans des cas où des raisons d'intérêt public justifieraient nettement une éventuelle violation de la vie privée	8(2)(m)(i)	oui	oui	oui	non
Communication pour des raisons d'intérêt public lorsque l'individu concerné en tirerait un avantage certain	8(2)(m)(ii)	oui	oui	oui	non
Communication pour la tenue d'enquêtes licites	8(4)	oui	oui	oui	non
Préavis écrit au Commissaire à la protection de la vie privée, dans le cas prévu à l'alinéa 8(2)m)	8(5)	oui	oui	oui	non
Relevé des cas d'usage	9(1)	oui	oui	oui	non
Avis au Commissaire à la protection de la vie privée, dans des cas où des renseignements personnels sont destinés à un usage compatible	9(4)	oui	oui	oui	non
Renseignements personnels portés dans des fichiers de renseignements personnels	10(1)	oui	oui	oui	oui
Notification lorsqu'il y a communication	14	oui	oui	oui	oui

Délégation		Titre des postes			
		Président	VP-ASOP	DG-GRC	Gestionnaire AIPRP & gouvernance
Descriptions	Disposition	1	2	3	4
Prorogation du délai	15	oui	oui	oui	oui
Décision concernant la traduction	17(2)(b)	oui	oui	oui	oui
Communication sur support de substitution	17(3)(b)	oui	oui	oui	oui
Refus de communication – renseignements personnels versés dans des fichiers inconsultables	18(2)	oui	oui	oui	oui
Refus de communication – renseignements obtenus à titre confidentiel	19(1)	oui	oui	oui	non
Divulgarion de renseignements personnels obtenus à titre confidentiel autorisée	19(2)	oui	oui	oui	non
Refus de communication – affaires fédérales-provinciales	20	oui	oui	oui	non
Refus de communication – affaires internationales, défense	21	oui	oui	oui	non
Refus de communication – activités destinées à faire respecter les lois et enquêtes licites	22	oui	oui	oui	non
Refus de communication – <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	22.3	oui	oui	oui	non
Refus de communication – enquêtes de sécurité	23	oui	oui	oui	oui
Refus de communication – individus condamnés pour une infraction	24	oui	oui	oui	oui
Refus de communication – sécurité des individus	25	oui	oui	oui	non

Délégation		Titre des postes			
		Président	VP-ASOP	DG-GRC	Gestionnaire AIPRP & gouvernance
Descriptions	Disposition	1	2	3	4
Refus de communication – renseignements personnels concernant un autre individu	26	oui	oui	oui	oui
Refus de communication – secret professionnel des avocats	27	oui	oui	oui	oui
Refus de communication – dossiers médicaux	28	oui	oui	oui	non
Avis d'enquête	31	oui	oui	oui	oui
Présentation d'observations au Commissaire à la protection de la vie privée	33(2)	oui	oui	oui	oui
Conclusions et recommandations du Commissaire à la protection de la vie privée	35(1)	oui	oui	oui	oui
Compte rendu au plaignant	35(4)	oui	oui	oui	oui
Rapport des conclusions et recommandations sur les fichiers inconsultables	36(3)	oui	oui	oui	oui
Réponse aux enquêtes concernant l'application de la loi	37(3)	oui	oui	oui	oui
Demande d'audition dans la région de la capitale nationale	51(2)(b)	oui	oui	oui	oui
Présentation d'arguments en l'absence d'une partie	51(3)	oui	oui	oui	oui
Rapport annuel des institutions fédérales	72(1)	oui	oui	oui	non
<b>Règlements sur la protection des renseignements personnels</b>					
Installations convenables et indication d'un moment pour consulter des	9	oui	oui	oui	oui

Délégation		Titre des postes			
		Président	VP-ASOP	DG-GRC	Gestionnaire AIPRP & gouvernance
Descriptions	Disposition	1	2	3	4
renseignements personnels					
Avis à l'individu concerné que les corrections demandées ont été effectuées	11(2)	oui	oui	oui	oui
Avis de refus de la demande de correction de renseignements personnels	11(4)	oui	oui	oui	oui
Communication des renseignements personnels d'un individu concernant son état physique ou mental à un médecin ou à un psychologue en situation légale d'exercice, afin que celui-ci puisse donner son avis quant à savoir si la prise de connaissance de ces renseignements par l'individu lui porterait préjudice	13(1)	oui	oui	oui	non
Communication à l'individu des renseignements personnels concernant son état physique ou mental en présence d'un médecin ou d'un psychologue en situation légale d'exercice	14	oui	oui	oui	non

## Statistical Report on the Access to Information Act

Name of institution: Natural Sciences and Engineering Research Council of Canada

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

### Section 1: Requests Under the Access to Information Act

#### 1.1 Number of requests

		Number of Requests
Received during reporting period		16
Outstanding from previous reporting periods		9
• Outstanding from previous reporting period	9	
• Outstanding from more than one reporting period	0	
<b>Total</b>		25
Closed during reporting period		22
Carried over to next reporting period		3
• Carried over within legislated timeline	3	
• Carried over beyond legislated timeline	0	

#### 1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	4
Business (private sector)	7
Organization	1
Public	2
Decline to Identify	1
<b>Total</b>	16

#### 1.3 Channels of requests

Source	Number of Requests
Online	13
E-mail	0
Mail	3
In person	0
Phone	0
Fax	0
<b>Total</b>	16

### Section 2: Informal Requests

#### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		13
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		13
Closed during reporting period		11



Carried over to next reporting period	2
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## 2.2 Channels of informal requests

Source	Number of Requests
Online	10
E-mail	3
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>13</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
8	3	0	0	0	0	0	11

## 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
1	1	1	250	0	0	0	0	0	0

## 2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
3	126	5	1412	1	556	0	0	0	0

### Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

### Section 4: Requests Closed During the Reporting Period

#### 4.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	1	0	7	1	7	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	3	1	0	0	0	0	0	4
Request transferred	2	0	0	0	0	0	0	2
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	5	2	0	7	1	7	0	22

## 4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	2	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	3	18(d)	0	21(1)(a)	4
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	3
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
14(a)	1	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	3	16.1(1)(d)	0	19(1)	16	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	7	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	3	26	1
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

\* I.A.: International Affairs    Def.: Defence of Canada    S.A.: Subversive Activities

## 4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	1	69(1)	0	69(1)(g) re (a)	1
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	1
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	1
68.1	0	69(1)(c)	0	69(1)(g) re (d)	1
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	1
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	1
		69(1)(f)	0	69.1(1)	0

## 4.4 Format of information released

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

## 4.5 Complexity

### 4.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
4921	966	16

**4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset formats by size of requests**

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	11	179	1	120	3	1750	1	2872	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	11	179	1	120	3	1750	1	2872	0	0

**4.5.3 Relevant minutes processed and disclosed for audio formats**

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

**4.5.4 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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0

**4.5.5 Relevant minutes processed and disclosed for video formats**

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

**4.5.6 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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0

**4.5.7 Other complexities**

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	5	0	0	5
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	5	0	0	5

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	21
Percentage of requests closed within legislated timelines (%)	95.45454545

#### 4.7 Deemed refusals

##### 4.7.1 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
1	0	1	0	0

##### 4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	1	1

#### 4.8 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 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	13	0	5	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	13	0	5	0

### 5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	1	0	2	0
61 to 120 days	5	0	3	0
121 to 180 days	7	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	13	0	5	0

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	14	\$70.00	2	\$10.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	14	\$70.00	2	\$10.00	0	\$0.00





## 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>	0	0	0	0	0	0	0	0	0	0

### 8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 9: Investigations and Reports of finding

### 9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	1	0

### 9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
1	0	1	1	0	0

## Section 10: Court Action

### 10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

**10.2 Court actions on third party notifications under paragraph 28(1)(b)**

<b>Section 44 - under paragraph 28(1)(b)</b>
0

**Section 11: Resources Related to the Access to Information Act**

**11.1 Allocated Costs**

Expenditures		Amount
Salaries		\$225,632
Overtime		\$0
Goods and Services		\$3,871
• Professional services contracts	\$0	
• Other	\$3,871	
<b>Total</b>		<b>\$229,503</b>

**11.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.100
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>2.100</b>

**Note:** Enter values to three decimal places.

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# 2023-24 Annual Report on the Privacy Act

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April 1, 2023 – March  
31, 2024

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Natural Sciences and  
Engineering Research Council  
of Canada

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## **Introduction**

The Natural Sciences and Engineering Research Council of Canada (NSERC), through grants, fellowships, and scholarships, promotes and supports research and research training in the natural sciences and engineering to develop talent, generate discoveries, and support innovation in pursuit of economic and social outcomes for Canadians.

NSERC is a separate agency of the Government of Canada (GOC) established in 1978. It is funded directly by Parliament and reports to the Minister of Innovation, Science, and Industry. The functions of NSERC are governed by the authority and responsibility assigned to it under the **Natural Sciences and Engineering Research Council Act** (1976-1977, c.24).

NSERC is led by a President and a **Governing Council** comprised of up to 18 distinguished members from the private and public sectors. Policy matters are advised by Council's standing committees, and funding decisions are made by the President, or designate, based on peer review committees' recommendations.

The purpose of the **Privacy Act** is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and to provide individuals with the right to access and to correct that information.

NSERC is pleased to provide its annual report on the administration of the *Privacy Act* for 2023-24, as required by section 72 of the *Act*. Annual reports are tabled in Parliament in accordance with this same section of the *Act*.

## **Administration of the *Privacy Act***

At NSERC, the Access to Information and Privacy (ATIP) office resides in the Governance, Risk & Compliance (GRC) Division under the Strategic, Corporate and Public Affairs (SCPA) Directorate.

The ATIP office is overseen by the ATIP Manager who reports to the Executive Director, Governance, Risk and Compliance. The Manager is supported by an ATIP Analyst and two ATIP & Secretariat Officers. The ATIP office is responsible for processing requests under the *Access to Information Act* and the *Privacy Act* (the *Acts*) and providing support and advice on its administration to meet the various Treasury Board of Canada Secretariat (TBS) requirements in connection with the *Acts*. In 2023-24, four full-time equivalent employees at various levels were responsible for administering both *Acts*.

The ATIP office is responsible for the following activities:

- managing all responses to both formal and informal requests made under the *Acts*;
- developing policies, guidelines and procedures with respect to fulfilling NSERC's legislative requirements of the *Acts*;

- promoting awareness of the *Acts*, delivering training, and providing interpretation, advice and recommendations to NSERC employees as they fulfill their obligations under the *Acts*;
- monitoring compliance with the *Acts*;
- completing Privacy Impact Assessments (PIAs) when appropriate;
- managing privacy breaches;
- updating the NSERC Info Source chapter annually; and,
- preparing annual reports for tabling.

NSERC was not party to any service agreements under section 73.1 of the *Privacy Act* during this reporting period and did not have any non-operational ("paper") subsidiaries.

During 2023-24, NSERC's ATIP office demonstrated a strong commitment to enhancing its privacy management infrastructure. This involved developing internal privacy expertise in the absence of contractors, providing privacy guidance relative to its privacy management framework and privacy protocol to NSERC employees and making tools available to staff on the agency intranet. In addition, mentorship, and a clear vision for the ATIP team were established, resulting in a significant improvement in privacy compliance, with the rate of response for privacy requests within the legislated deadline reaching 100% in 2023-24.

As part of its duties under the *Privacy Act*, NSERC ensures that written notices are provided to applicants for NSERC funding, peer review committee members, external reviewers, and observers advising them of their rights and responsibilities under the *Act*, as well as how the information they access and/or supply is treated and protected in accordance with the legislation. These notices appear in program guides, in NSERC's online application and grants management systems, and in other pertinent material provided throughout the application and review process. In addition, reviewers are required to sign a **conflict of interest and confidentiality agreement** to ensure that all review materials are maintained in strict confidence. Information about the protection and disclosure of personal information both for grants and fellowships and scholarships can also be found on NSERC's website.

NSERC's President and senior management are informed of key decisions and developments in the administration and implementation of the *Act*, as appropriate. The ATIP office provides regular reports to the Executive Director, Governance, Risk and Compliance, who updates the Vice-President, Strategic, Corporate and Public Affairs, who then briefs the President as needed.

When advice on the administration of the *Act* is required, it is sought from one or several of the following: the TBS, Department of Justice legal counsel, the Office of the Privacy Commissioner of Canada (OPC), and other federal government ATIP offices.

## **Delegation order for the *Privacy Act***

Pursuant to subsection 73(1) of the *Privacy Act*, the President of NSERC has delegated the powers, duties, and functions for the administration of the *Privacy Act* to the following NSERC officials:

- Vice-President, Strategic, Corporate and Public Affairs
- Executive Director, Governance, Risk and Compliance & Secretary to Council
- Manager, ATIP & Governance

This Delegation of Authority was signed on August 15, 2022, and can be found in Appendix A.

## **Statistical report**

Statistical reports prepared by government institutions provide aggregate data on the application of the *Access to Information Act* and the *Privacy Act*. This information is made public annually in a statistical report that is included with the annual reports on access to information and privacy tabled in Parliament by each institution. NSERC's statistical report on the *Privacy Act* for 2023-24 is provided in Appendix B.

This year, institutions were required to report on the following additional criteria:

- open requests from previous reporting periods
- open complaints from previous reporting periods
- new authorities to collect or use Social Insurance Numbers and Universal Access

This information is included in the 2023-24 Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act* and can be found in Appendix C.

## **Performance 2023-24**

This section provides an overview of key data on NSERC's performance for the year, as reflected in the statistical report for 2023-24.

### **Formal requests**

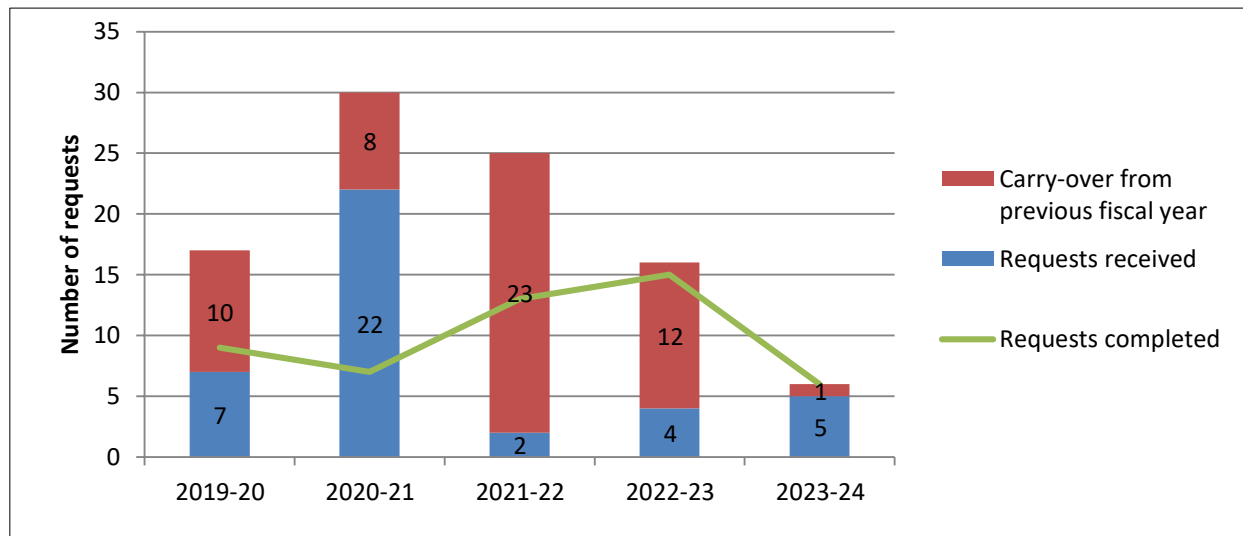
In the fiscal year 2023-24, NSERC received a total of 5 privacy requests: 1 more than the previous fiscal year (4 in 2022-23). One privacy request from the previous reporting period was still active and carried over within legislated timeline into 2023-24. All 6 requests were closed in 2023-24, which is 9 less than the previous fiscal year (15 in 2022-23). Four were completed within the first 30 days of receipt and the remaining 2 were completed with an extension permitted under the *Act*, within 31 to 60 days.

All 3 of the requests that were extended were due to the original 30-day time limit unreasonably interfering with operations, as outlined in paragraph 15(a)(i) of the *Act*, which was a result of a large volume of requests. The extensions account for 50% of all completed requests. All 6 (100%) requests were processed and closed within legislated

timelines, with or without extensions, during the reporting period. This figure compares to 33.33% in 2022-23 and 0% in 2021-22.

Graph 1 shows the annual number of privacy requests received by NSERC, along with the carried forward and closed requests for 2019-20 to 2023-24.

**Graph 1: Annual number of privacy requests received, carried over and closed**



The percentage of completed requests for which records were “all disclosed” is 0%, for which records were “disclosed in part” is 50%, for which “no records existed” is 50% and for which the “requests were transferred” is 0% (refer to Appendix B - Statistical Report).

For the privacy requests where the information was disclosed in part, NSERC invoked the following exemptions:

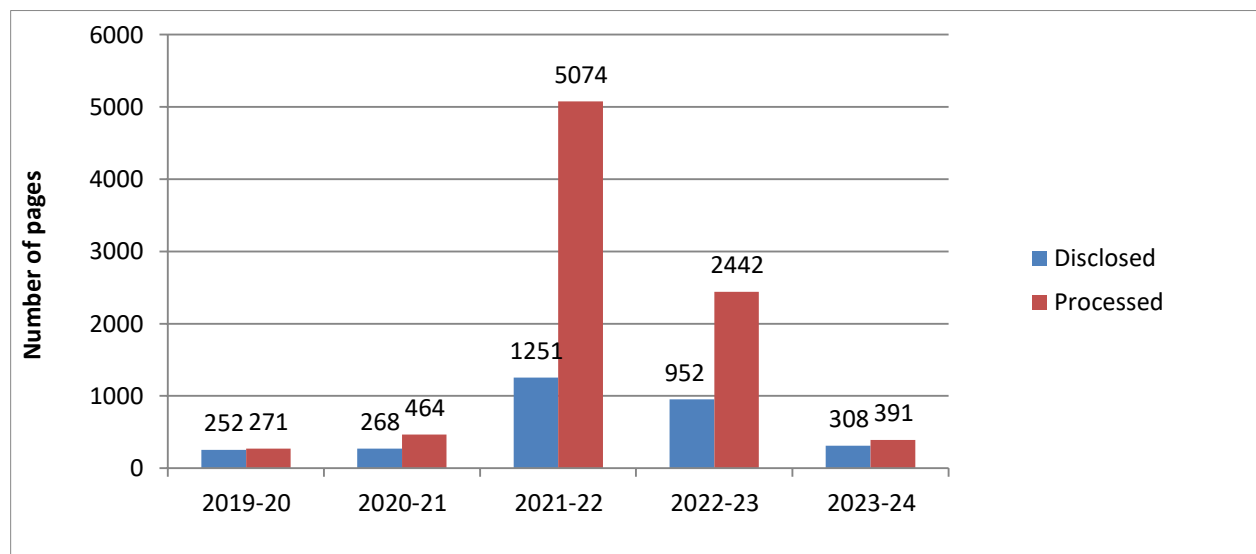
- section 19(1)(c), personal information obtained in confidence of a province (5 applications)
- section 26, personal information about another individual (9 applications)
- section 27, solicitor-client privilege (1 application).

In 2023-24, a total of 391 pages were processed, of which 308 were disclosed. This number includes duplicate, non-relevant and withheld records. NSERC processed fewer privacy requests compared to the previous year, and the number of pages processed was significantly lower as well (2442 pages processed in 2022-23, with 952 disclosed).

Graph 2 shows the annual number of pages processed and disclosed by NSERC from 2019-20 to 2023-24.



**Graph 2: Number of pages processed, and pages disclosed, per fiscal year**



During the 2023-24 period, no requests required consultation with other federal institutions before disclosure. Also, the ATIP office did not receive any consultation requests from other government institutions or organizations.

### **Informal requests**

In 2023-24, NSERC responded to approximately 40 informal privacy requests, all of which were received internally by NSERC employees. Over the past three years, there has been a steady increase in the volume of internal informal requests received by the ATIP office. All the informal requests received during the 2023-24 reporting year came from business units related to the review of corporate documents and interpretation of the *Privacy Act*, primarily related to program and service delivery. The NSERC ATIP office contributed to the review and development of many new privacy notices.

In addition, NSERC encourages informal practices of providing information requested from external sources outside the ATIP process, provided that the information released pertains to the requester. In the 2023-24 fiscal year, NSERC proactively disclosed 13,759 redacted reports and reference letters from external reviewers for all funding opportunities that collect external reports, which related to 5,689 grant and award applications. These reports provide an assessment of the research proposal from experts in the field, funding recommendations, and feedback to applicants on their proposals in relation to the program criteria. The redaction is done in the spirit of the *Privacy Act*, and the requests are handled by NSERC program staff trained by the ATIP office. These disclosures are not included in the statistical report in Appendix B.

### **Requests for correction of personal information**

Five correction requests from 2019-20 and 1 from 2022-23 were carried over to fiscal year 2023-24. In 2023-24, all 6 requests were resolved and closed.

## **Complaints and investigations**

In 2023-24, NSERC did not have any privacy complaints carried over from the previous year and did not receive or conclude any new privacy complaints. Also, there were no privacy complaints carried over into the 2024-25 fiscal year.

## **Audits, compliance and appeals**

No privacy audits nor monitoring were conducted during the reporting period. There were no applications or appeals to the Federal Court or Federal Court of Appeal under the *Privacy Act* during 2023-24.

## **Material privacy breaches**

No material privacy breaches occurred during the reporting period.

## **Privacy impact assessments**

In 2023-24, NSERC did not conduct any privacy impact assessments (PIAs).

## **Public interest disclosures**

During the reporting period NSERC made no public interest disclosures under Subsections 8(2) of the *Privacy Act*.

## **Education, training and awareness**

During this reporting period, the ATIP office provided advice and guidance to NSERC employees and expanded outreach activities and formal training sessions. All NSERC staff requiring direct access to Equity, Diversity and Inclusion (EDI) data must complete training on handling sensitive personal information. Approximately 35 NSERC employees completed the *EDI Data and Privacy Protection* training in 2023-24. In addition, the ATIP office is developing a self-led training module on EDI Data and Privacy Protection, which is expected to launch in 2024-25. This initiative aims to modernize the training and make it accessible to staff as needed. Redaction training was also provided to approximately 55 NSERC program staff.

In 2023-24, the ATIP office developed privacy training material that focused on privacy requirements in our day-to-day operations to supplement the existing mandatory *Security Awareness* training for all NSERC employees. Additionally, the office regularly provides guidance and resources to help employees consider privacy protection at the outset of a project or initiative. For example, in March 2023, TBS published the new [Digital Privacy Playbook on Canada.ca](#), which was shared with NSERC staff and posted on NSERC's ATIP intranet page. Also, during *Data Privacy Week*, held this year from January 22 to 26, 2024, the ATIP office highlighted key privacy issues and obligations, the role of our ATIP office and shared important privacy-related resources with staff.

Throughout the year, NSERC staff and management are reminded and encouraged to consult the ATIP office regarding any issues that might affect the implementation of the *Privacy Act*, when and where appropriate.

## **Policies, guidelines, and procedures**

While the privacy management framework was officially launched in January 2023, it was formally implemented during the 2023-24 fiscal year. The ATIP office distributed weekly status reports on privacy requests to NSERC senior management.

NSERC has not received authority for any new collection(s) or new consistent use(s) of Social Insurance Numbers during the 2023-24 reporting period.

## **Information holdings**

NSERC regularly publishes an inventory of its information holdings to assist individuals in exercising their rights under the *Access to Information and Privacy Acts*, and to support the federal government's commitment to facilitate access to information on its activities, available to the public on the Internet, free of charge. A description of NSERC's functions, programs, activities and related information holdings can be found in *Info Source: Sources of Federal Government and Employee Information*.

In accordance with the federal government's policy on proactive disclosure, evaluation and audit reports are also posted on NSERC's website. The NSERC website's [ATIP page](#) provides background information on the *Acts* and useful information about services provided.

## **Costs**

During 2023-24, NSERC's total cost for administering the *Privacy Act* was \$229,503 which was allocated to salaries and professional development. This figure represents an increase of 17% compared to \$195,344 in 2022-23 and 6% compared to \$215,542 in 2021-22.

The human resources utilized to administer the *Privacy Act* for this reporting period were estimated at 2.100 FTE, which remained the same as 2.100 FTE reported for the 2022-23 fiscal year.

NSERC's ATIP Manager position, the ATIP Analyst position and the two ATIP & Secretariat positions are filled on a permanent basis. These positions remained filled and uninterrupted throughout the current reporting period. NSERC has made a commitment to continue to build its internal ATIP unit and expertise to increase stability and improve ATIP service delivery.

## **Final remarks**

In 2023-24, NSERC started the year with sustained focus on closing older privacy files and requests for correction of personal information that had an impact on the overall compliance rate in previous years. These efforts have resulted in a significant reduction in the number of requests that were carried forward, and in resolving the backlog. This required the ATIP office to establish operational priorities and to claim appropriate extensions of time.

NSERC continues to prioritize the digital transformation of the ATIP office that was advanced during the COVID-19 pandemic. With the implementation of tools such as SharePoint and the ATIP Online Management Tool (AOMT) across the GOC, the ATIP office continues to find ways to create new and effective methods of communication. Additionally, the ATIP office, in collaboration with NSERC's Information and Innovation Solutions team, is working toward acquiring new powerful ATIP software with some 'AI' capability to replace the detailed manual work currently required. These developments towards further technological innovation and integration are expected to continue into the 2024-25 fiscal year by procuring new ATIP software.



## Statistical Report on the *Privacy Act*

Name of institution: Natural Sciences and Engineering Research Council of

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		5
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>6</b>
Closed during reporting period		6
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

#### 1.2 Channels of requests

Source	Number of Requests
Online	4
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>5</b>

## Section 2: Informal requests

### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		1
Closed during reporting period		1
Carried over to next reporting period		0

### 2.2 Channels of informal requests

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

### 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
1	0	0	0	0	0	0	1

**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
1	4	0	0	0	0	0	0	0	0

**Section 3: Requests Closed During the Reporting Period**

**3.1 Disposition and completion time**

Disposition of Requests	Completion Time							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	1	2	0	0	0	0	3
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	1	0	0	0	0	0	3
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</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	3
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

### 3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

### 3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	3	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
391	308	3

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	2	71	1	320	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	2	71	1	320	0	0	0	0	0	0

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

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

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

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
<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	6
Percentage of requests closed within legislated timelines (%)	100

### 3.7 Deemed refusals

#### 3.7.1 Reasons for not meeting legislated timelines

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

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

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

### 3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<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	4
Requests for correction accepted	2
<b>Total</b>	<b>6</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	
3	0	0	3	0	0	0	0	0

### 6.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	3	0	0	0	0	0
31 days or greater								0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>3</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>	0	0	0	0	0	0	0	0	0	0

## Section 9: Complaints and Investigations Notices Received

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

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

### 10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

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

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	11	0	0	0
Central	0	0	0	0
<b>Total</b>	<b>11</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	0
Number of material privacy breaches reported to OPC	0

### 11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	8
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## Section 12: Resources Related to the Privacy Act

### 12.1 Allocated Costs

Expenditures		Amount
Salaries		\$225,632
Overtime		\$0
Goods and Services		\$3,871
• Professional services contracts	\$0	
• Other	\$3,871	
<b>Total</b>		<b>\$229,503</b>

### 12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	2.100
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>2.100</b>

**Note:** Enter values to three decimal places.

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

Name of institution: Natural Sciences and Engineering Research Council of Canada

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

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

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

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	3	0	3
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>3</b>

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

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

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0

Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
<b>Total</b>	<b>0</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 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

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

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
<b>Total</b>	<b>0</b>

**Section 3: Social Insurance Number**

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	No
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**Section 4: Universal Access under the Privacy Act**

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
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Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

