

National Security and Intelligence  
Committee of Parliamentarians



Comité des parlementaires sur la  
sécurité nationale et le renseignement

## **ANNUAL REPORT**

### ***PRIVACY ACT***

**Secretariat of the National Security and Intelligence  
Committee of Parliamentarians  
April 1, 2023 - March 31, 2024**

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## **INTRODUCTION**

Canada's *Privacy Act* protects the privacy of individuals with respect to personal information about themselves held by government institutions. It also provides individuals with a right of access to that information.

The legislation to establish the National Security and Intelligence Committee of Parliamentarians (NSICOP), the *National Security and Intelligence Committee of Parliamentarians Act* (NSICOP Act), received Royal Assent in June 2017. The Committee is composed of up to eleven members, no more than three of whom may be from the Senate and no more than eight of whom may be from the House of Commons. Each member must hold a Top Secret security clearance.

The mandate of the Committee is to review:

- (a) the legislative, regulatory, policy, administrative, and financial framework for national security and intelligence;
- (b) any activity carried out by a department or agency that relates to national security or intelligence, unless the activity is an ongoing operation and the appropriate Minister determines that the review would be injurious to national security; and
- (c) any matter relating to national security or intelligence referred to it by a minister of the Crown.

To fulfill its mandate, the Committee is entitled to have access to any information, with few exceptions, that is under the control of a department and that is related to the fulfillment of the Committee's mandate.

The Committee is required to submit to the Prime Minister an annual report of the reviews it conducted during the preceding year. It may also issue a special report at any time on any matter related to its mandate. A declassified version of those reports must be laid before both Houses of Parliament (in certain cases, the Committee may decide to include only a summary of a special report in its annual report). There are two categories of information that may be redacted from the report on the direction of the Prime Minister: information which would be injurious to national security, national defence or international relations if disclosed; and, information that is subject to specific legal privileges, most commonly solicitor-client privilege.

Through its public reports and its outreach activities to non-governmental organizations, academics and students, the Committee aims to provide as much information to the public as possible, within the parameters of the *NSICOP Act*.

In 2023-2024, the Committee submitted its 2022 Annual Report and a Special Report on the Federal Policing Mandate of the Royal Canadian Mounted Police to the Prime Minister. Both reports have been tabled in Parliament. It also initiated a review of foreign interference in Canada's democratic processes.

## **ORGANIZATIONAL STRUCTURE**

The Secretariat of the NSICOP was established pursuant to the *NSICOP Act*. Its Executive Director is the deputy head of the Secretariat and is responsible for its control, management and all its administrative and operation matters. The Executive Director delegates the coordination of and response to of *Privacy Act* requests to the Manager, Corporate and Administrative Services.

The Secretariat applies the policies and guidelines of the Treasury Board on access to information and privacy.

## **DELEGATION ORDER**

The Minister heading each government institution is responsible for the implementation of the *Privacy Act* within his or her institution. The Leader of the Government in the House of Commons (LGHC) is the Minister responsible for the Secretariat.

Attached is a copy of Delegation Order signed by the LGHC in 2023. The persons holding the position or acting in the position of Executive Director and the Director of Operations have full delegation to exercise or perform any of the powers, duties, and functions under the *Privacy Act*.

## **PERFORMANCE 2023-2024**

Section 22.4 of the *Privacy Act* specifies that the Secretariat of the National Security and Intelligence Committee of Parliamentarians “shall refuse to disclose personal information requested under subsection 12(1) that was obtained or created by it or on its behalf in the course of assisting the Committee in fulfilling its mandate”.

During the 2023-2024 fiscal year, the Secretariat did not receive any requests for records under the *Privacy Act*, and it was not the subject of any complaints.

## **TRAINING AND AWARENESS**

All Secretariat employees are aware that the Secretariat is subject to the *Privacy Act* and are aware of their obligations under the Act.

## **POLICIES, GUIDELINES, AND PROCEDURES**

Pursuant to section 20 of the *NSICOP Act*, the Committee adopted comprehensive internal procedures for the Committee and the Secretariat to follow in the exercise of the Committee’s powers or the performance of its duties and functions. Those procedures refer to the obligations of the Secretariat in processing *Privacy Act* requests.

### **INITIATIVES AND PROJECTS TO IMPROVE PRIVACY**

The Secretariat of the NSICOP has not undertaken any initiatives or projects to improve access to personal information and privacy within the institution during the reporting period.

### **SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS**

There were no complaints, audits, or investigations during the reporting period.

### **MATERIAL PRIVACY BREACHES**

No material privacy breaches were reported to the Office of the Privacy Commissioner or to the Treasury Board of Canada Secretariat during the reporting period.

### **PRIVACY IMPACT ASSESSMENTS**

The Secretariat of the NSICOP did not complete any privacy impact assessments during the reporting period.

### **PUBLIC INTEREST DISCLOSURES**

No disclosures were made under paragraph 8(2)(m) of the *Privacy Act* during the reporting period.

### **MONITORING COMPLIANCE**

There is no requirement for specific monitoring of *Privacy Act* requests. The Executive Director is made aware of all requests as soon as received and their progress and treatment are closely monitored.



## Statistical Report on the *Privacy Act*

Name of institution: Secretariat of the National Security and Intelligence Co

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

#### 1.2 Channels of requests

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







### 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	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

### 3.3 Exclusions

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

### 3.4 Format of information released

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

### 3.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

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

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

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

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

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

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

### 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









## 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	0	0	0	0
Central	0	0	0	0
<b>Total</b>	<b>0</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	0
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**Section 12: Resources Related to the Privacy Act**

**12.1 Allocated Costs**

Expenditures		Amount
Salaries		\$113
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$113</b>

**12.2 Human Resources**

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.001
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>0.001</b>

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