

Canada's Nuclear
Regulator



Annual Report on the *Privacy Act* 2023–24

September 2024

Annual report on the *Privacy Act* 2023-24



Canadian Nuclear
Safety Commission

Commission canadienne
de sûreté nucléaire

Canada

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General

The Canadian Nuclear Safety Commission (CNSC) regulates the use of nuclear energy and materials to protect health, safety, security and the environment; to implement Canada's international commitments on the peaceful use of nuclear energy; and to disseminate objective scientific, technical and regulatory information to the public.

The CNSC's mandate, derived from the *Nuclear Safety and Control Act*, involves 4 major areas:

- regulation of the development, production and use of nuclear energy in Canada to protect health, safety and the environment
- regulation of the production, possession, use and transport of nuclear substances, and the production, possession and use of prescribed equipment and prescribed information
- implementation of measures respecting international control of the development, production, transport and use of nuclear energy and substances, including measures respecting the non-proliferation of nuclear weapons and nuclear explosive devices
- dissemination of scientific, technical and regulatory information concerning the activities of the CNSC, and the effects on the environment and the health and safety of persons, of the development, production, possession, transport and use of nuclear substances

The CNSC also provides advice with respect to the implementation of the *Nuclear Liability and Compensation Act*, works in partnership with the Impact Assessment Agency to conduct impact assessments for nuclear projects subject to the *Impact Assessment Act*, and implements Canada's bilateral agreement with the International Atomic Energy Agency on nuclear safeguards verification.

Purpose of the *Privacy Act*

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

Tabling of the annual report

This annual report is prepared and tabled in Parliament in accordance with section 72 of the *Privacy Act*.

1. Statistical report

I. Requests received under the *Privacy Act*

During the 2023–24 reporting period, the CNSC received 6 new requests pursuant to the *Privacy Act*. This represents a decrease from the 7 requests received in 2022–23. All 6 requests were processed and closed during the 2023–24 reporting period, with no requests being carried over into fiscal year 2024–25 (See table 1)

Table 1: CNSC workload under the *Privacy Act*

(000)

II. Costs

During 2023–24, the CNSC Access to Information and Privacy (ATIP) Office incurred \$55,030 in salary costs and \$5,147 in goods and services costs to administer the *Privacy Act*.

See annex A for further statistical information.

2. Practices and procedures

At the CNSC, the IT Operations and Service Delivery Division (ITOSDD), within the Information Management and Technology Directorate (IMTD), administers the *Privacy Act*.

Privacy requests are received by the Records Office and forwarded to the ATIP Office within ITOSDD. The CNSC also receives privacy requests through the ATIP online request portal available through the Treasury Board Secretariat website. ATIP Office staff process the requests in consultation with the appropriate CNSC directorates and with external parties, where necessary.

The CNSC has 1 full-time employee who dedicates some of their time to activities related to the *Privacy Act*. The CNSC was not part of a service agreement with any outside institution under section 73.1 of the *Privacy Act* during the reporting period.

3. Training and awareness

During 2023–24, the CNSC continued to concentrate on providing employee training on information management, the *Access to Information Act*, the *Privacy Act* and information security. The ATIP Office conducted several formal and informal training sessions for individuals, as well as for groups at divisional meetings and for functional specialists (Inspection Fundamentals training). The ATIP Office continues working with the Corporate Security section, providing ongoing training to staff on their obligations around safeguarding sensitive information, which includes personal information.

All training and awareness sessions, both formal and informal, focused on informing employees of their responsibilities under the legislation. ITOSDD offers an integrated training approach, emphasizing the connections between sound information management practices and an effective ATIP program. The ATIP Office also provides advice and support as required.

Documentation and training materials on the CNSC's ATIP program are available through the corporate intranet along with links to other materials, such as legislation, Treasury Board Secretariat policies and guidance documents, and a range of information management and guidance tools.

Where relevant, employees are informed about the Treasury Board Secretariat's *Directive on Privacy Impact Assessment*. The CNSC has implemented internal procedures to guide employees and consultants through the privacy impact assessment process. These procedures reflect changes to the *Privacy Act* policy suite. Governance and project management methodologies are in place within the Information Management and Technology Directorate to ensure that privacy considerations are identified and addressed throughout the entire system development cycle. The Senior ATIP Advisor and the Director of the ITOSDD participate actively in systems development initiatives.

4. Delegation of authority

The Governor in Council has delegated the authority to exercise the powers, duties and functions of the *Privacy Act* to the President of the CNSC. In turn, the President has designated the Vice-President of the Corporate Services Branch, the Director General of the Information Management and Technology Directorate, the Director of the IT Operations and Service Delivery Division and the Senior ATIP Advisor to exercise the President's powers, duties and functions, with respect to the *Privacy Act*.

See annex B for a copy of the instrument of delegation.

5. Complaints and appeals to the Federal Court

No complaints were registered with the Office of the Privacy Commissioner during the reporting period.

6. Privacy impact assessments

During the 2023–24 reporting period, there were no privacy impact assessments completed.

The CNSC posts summaries of completed privacy impact assessments on its [website](#) and forwards copies of completed privacy impact assessment reports to the Office of the Privacy Commissioner.

7. Disclosure under paragraphs 8(2)(e) or 8(2)(m) of the *Privacy Act*

The CNSC did not make any disclosures of personal information under paragraphs 8(2)(e) or 8(2)(m) of the *Privacy Act* during the reporting period.

8. Data matching activities

The CNSC has no new data matching and sharing activities to report for this reporting period.

9. Privacy breaches

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

10. Monitoring compliance

The CNSC achieved a compliance rating of 83% for completed privacy requests closed within the legislated time frame in 2023–24. The ATIP Office has established a 5-day service standard for subject matter experts to retrieve relevant records and obtain Director General sign-off. In

addition, through training and awareness sessions, CNSC staff members were receptive to their obligations under the *Privacy Act*.

The ATIP Office makes regular monthly presentations at the CNSC's Operations Management Committee meetings, to discuss and resolve any ATIP issues and to monitor the processing of requests, including timelines. These discussions are held once a month and include participants at the vice-president and director general levels from Operations branches. The CNSC does not conduct any other compliance monitoring activities.

Annex A Statistical information

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	2	1	0	0	0	0	0	3
Disclosed in part	1	0	0	1	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	1	0	1	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	4	1	0	1	0	0	0	6

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	2
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	5	0	0	0	0

3.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
477	377	6

3.5.2 Relevant pages processed by request disposition for paper and e-record 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	3	9	0	0	0	0	0	0	0	0
Disclosed in part	0	0	2	468	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	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	4	9	2	468	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
Total	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
Total	0	0	0	0	0	0

3.5.7 Other complexities

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

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	5
Percentage of requests closed within legislated timelines (%)	83.33333333

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
1	0	0	1	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
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Complaints and Investigations Notices Received

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

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

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	0	0	0	0
Central	0	0	0	0
Total	0	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

11.2 Non-Material Privacy Breaches

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	\$55,030
Overtime	\$0
Goods and Services	\$5,147
• Professional services contracts	\$0
• Other	\$5,147
Total	\$60,177

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.531
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.531

Note: Enter values to three decimal places.

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

Name of institution: Canadian Nuclear Safety Commission

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

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

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

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-2024	17	7	24
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	1	1
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015 or earlier	0	0	0
Total	17	8	25

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 2023-2024	4
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	3
Received in 2019-2020	1
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015 or earlier	0
Total	8

Section 2: Open Requests and Complaints Under the Privacy Act

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

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-2024	0	0	0
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015 or earlier	0	0	0
Total	0	0	0

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 2023-2024	0
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015 or earlier	0
Total	0

Section 3: Social Insurance Number

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

How many requests were received from confirmed foreign nationals outside of Canada in 2023-2024?	0
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Annex B Delegation order

Access to Information Act and Privacy Act Delegation Order

The President of the Canadian Nuclear Safety Commission, pursuant to section 95(1) of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the President as the head of the Canadian Nuclear Safety Commission, under the provisions of the Act and related to regulation set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Schedule

Position	Privacy Act and Regulations	Access to Information Act and Regulations
Vice-President, Corporate Services branch	Full authority	Full authority
Director General, Information Management and Technology Directorate	Full authority	Full authority
Director, Information Management Division	Full authority	Full authority

Senior ATIP Advisor	Full authority	Full authority
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Dated, at the city of Ottawa, this 30th day of April 2021

Rumina Velshi

President

Signed by: Velshi, Rumina

Canadian Nuclear Safety Commission.

