CANADIAN MUSEUM OF NATURE ANNUAL REPORT

ADMINISTRATION OF THE *PRIVACY ACT*

April 1, 2024, to March 31, 2025

Canada

Annual Report
Privacy Act
April 1, 2024 to March 31, 2025

1. Introduction

The *Privacy Act* grants Canadian citizens and permanent residents with the right to access personal information held by a government institution and protection of that information against unauthorized use and disclosure. This right is subject to exceptions specified in the *Act*. Additionally, decisions made by federal institutions on the use and disclosure of personal information are subject to independent review by the Privacy Commissioner of Canada and by the Federal Court.

The Canadian Museum of Nature's (CMN) *Privacy Act* Annual Report has been prepared and will be tabled in Parliament according to the section 72 of the *Privacy Act*.

The Canadian Museum of Nature (CMN), a Schedule III Crown corporation, was established in 1990 by the *Museums Act* and reports to Parliament through the Minister of Canadian Identity and Culture and Minister responsible for Official Languages. The Board of Trustees is responsible for setting the strategic direction of the Corporation, while the President and Chief Executive Officer is responsible for its day-to-day operations.

The mandate of the Canadian Museum of Nature, as embodied in the *Museums Act* (1990), is:

"To increase, throughout Canada and internationally, interest in, knowledge of and appreciation and respect for the natural world by establishing, maintaining and developing for research and posterity, a collection of natural history objects, with special but not exclusive reference to Canada, and by demonstrating the natural world, the knowledge derived from it and the understanding it represents."

The Canadian Museum of Nature does not have any non-operational ("paper") subsidiaries.

The Canadian Museum of Nature's major programs and activities include:

Public Education:

The Museum develops and maintains exhibitions, programs, events, the nature.ca website, and both electronic and print publications. These initiatives support community engagement and foster learning, understanding, and respect for nature.

Collections Management:

The Museum develops, preserves, and provides access to collections of natural history specimens, objects, and information to meet the needs of public and private sectors for research, education, and informed decision-making.

Research:

The Museum studies the past and helps Canadians prepare for the future by conducting systematics research and applied research, and by developing and maintaining networks and linkages with Canadian and international science communities.

Internal Services:

The Museum develops and implements policies, processes and an accountability structure to oversee the fulfillment of its mandate, including governance, strategic direction, corporate services, monitoring of corporate performance, reporting to Parliament and revenue-generating activities.

Accommodation:

The Museum provides secure and functional facilities that meet all safety and building-code requirements. These facilities include the Victoria Memorial Museum Building, a national historic site and the birthplace of Canada's national museums, where most of our exhibitions and programs are offered, as well as the Natural Heritage Campus, which houses our research, collections and administrative operations.

2. Organizational Structure

The President of the Canadian Museum of Nature, as designated head of the Museum under the *Privacy Act*, personally exercises the powers entrusted to the position by the *Act*. The President has delegated power for specific sections of the *Act* to the Vice-President, Corporate Services and to the Access to Information and Privacy Coordinator.

The Museum occasionally employs a contractor to support the Vice President, Corporate Services and the Access to Information and Privacy Coordinator in handling incoming requests.

During the reporting period, the Canadian Museum of Nature did not have any service agreements under section 73.1 of the *Privacy Act*.

3. Delegation Order

The Canadian Museum of Nature's Privacy Delegation Order is attached as Appendix A.

4. Performance 2024–2025

The Museum did not receive any requests under the *Privacy Act* in 2024-25.

The Museum had no active complaints as of March 31, 2025.

Below is a table indicating the number of requests received, completed, and carried over in the previous 3 years:

YEAR	# REQUESTS	COMPLETED	CARRIED OVER
2024-25	0	0	0
2023-24	0	0	0
2022-23	1	1	0

5. Training and Awareness

The Canadian Museum of Nature's *Records and Information Management Policy* defines the roles and the responsibilities of Museum employees regarding records management and the implementation of the *Privacy Act*. This policy is available to all employees.

Due to operational constraints, the Canadian Museum of Nature did not conduct awareness sessions in 2024-25. To ensure staff have the necessary information to effectively carry out their duties with respect to Privacy, the Museum will be conducting an assessment of required training for all staff. In addition to formal training, the Museum will explore complementary awarness-raising activities, such as targeted communications and information resources (e.g., SharePoint).

6. Policies, Guidelines, and Procedures

No changes were made to the Canadian Museum of Nature's Privacy related policies, guidelines, procedures.

7. Initiatives and Projects to Improve Privacy

The Canadian Museum of Nature did not implement any specific initiatives or projects to improve access to personal information or privacy during the 2024–25 reporting period. However, as part of a broader policy and process review currently underway, the Museum will be considering opportunities to strengthen privacy practices. This includes assessing how personal information is accessed and managed, and identifying areas for potential improvement in future planning cycles.

8. Summary of Key Issues and Actions Taken on Complaints

No complaints were received or concluded by the Canadian Museum of Nature during the 2024–25 reporting period.

9. Material Privacy Breaches

The Museum did not sustain any privacy breaches during the reporting period.

10. Privacy Impact Assessments

The Museum did not conduct any Privacy Impact Assessments during the reporting period.

11. Public Interest Disclosures

During the reporting period, the Canadian Museum of Nature did not report any disclosure of personal information pursuant to section 8(2)(m)(i) of the Privacy Act to the Privacy Commissioner.

12. Monitoring Compliance

During the reporting period, regular updates were provided to the VP, Corporate Services regarding incoming requests.

The Museum ensures appropriate privacy protections by including guidelnes in the Code of Values and Ethics for employees and affilitates, emphasizing the importance of adhereing to the Privacy Act regulations. Additionally, the Museum includes specific clauses in all of its contracts with respect to Privacy obligations for vendors to safeguard personal information effectively.

APPENDIX A

Canadian Museum of Nature
Privacy Act Delegation Order

CANADIAN MUSEUM OF NATURE
PRIVACY ACT
DELEGATION ORDER

SECTIONS OF ACT	POWERS, DUTIES OR FUNCTIONS	RESPONSIBLE POSITION
73,77	All powers, duties or functions of the Head of the Institution	President
7 (a)	Notice where access required	ATIP Coordinator
8 (1)	Transfer to-from institution	ATIP Coordinator
9	Extension of time limits	V.P. Corporate Services
11 (2)(3)(4)(6)	Payment or waiver of fees	V.P. Corporate Services
11 (5)	Notice of fees assessed	ATIP Coordinator
12 (2)(3)	Language – alternate format of access	V.P. Corporate Services
13 through 24	Apply exemptions	ATIP Coordinator
25	Severance	ATIP Coordinator
26	Information to be published	V.P. Corporate Services
27 (1)(4)	Third party notification	ATIP Coordinator
28 (1)(2)(4)	Apply third party procedures	ATIP Coordinator
29 (1)	Disclosure on recommendations of Information Commissioner	V.P. Corporate Services
33	Advise Information Commissioner of third party involvement	ATIP Coordinator
35 (2)	Right to make representations	V.P. Corporate Services
37 (4)	Access to be given to complainant	V.P. Corporate Services
43 (1)	Notice to third party (application to Federal Court for review)	V.P. Corporate Services
44 (2)	Notice to applicant (application to Federal Court by third party)	V.P. Corporate Services
52 (2)(3)	Special rule for hearings	V.P. Corporate Services
69	Excluded information	ATIP Coordinator
71 (2)	Exempt information severed from manuals	ATIP Coordinator
72	Prepare annual report	ATIP Coordinator

Dr. Danika Goosney, President, and CEO

August 5, 2025

Date