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, 2024 - March 31, 2025

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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 Annual Report is prepared and tabled in Parliament in accordance with section 72 of the *Privacy Act*.

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 Secretariat of the National Security and Intelligence Committee of Parliamentarians (NSICOP, or the Committee) assists the Committee in fulfilling its mandate. 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 revised version of those reports must be laid before both Houses of Parliament.

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

In 2024-2025, the Secretariat assisted the Committee in preparing and submitting its 2023 Annual Report and a Special Report on Foreign Interference in Canada's Democratic Processes and Institutions to the Prime Minister. Both reports have been tabled in Parliament. The Secretariat also assisted the Committee in preparing and submitting its 2024 Annual Report and a Special Report on the Lawful Access to Communications by Security and Intelligence Organization to the Prime Minister. The Secretariat also supported the Committee's initiation of a review of the role of the National Security and Intelligence Advisor to the Prime Minister.

ORGANIZATIONAL STRUCTURE

The Secretariat is led by an Executive Director, appointed by the Governor in Council, who oversees all administrative and operational matters. The Executive Director has delegated authority under the ATIA pursuant to a Delegation Order signed by the Leader of the Government in the House of Commons. This empowers the Executive Director to exercise the powers and duties under the ATIA. The Executive Director delegated the coordination of and response to ATIA and *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 designated Minister for the purposes of the *Privacy Act* as it applies to the Secretariat is the Leader of the Government in the House of Commons (LGHC).

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

PERFORMANCE 2024-2025

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 2024-2025 fiscal year, the Secretariat did not receive any requests, nor have any active request from the last day of reporting period including consultations 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 exercise of its 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 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

The Secretariat did not receive any complaints under the *Privacy Act* 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 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.

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Statistical Report on the *Privacy Act*

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

Reporting period: 2024-04-01 to 2025-03-31

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	
Total		**0**
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
Total	**0**

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		**0**
Closed during reporting period		0
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	**0**

2.3 Completion time of informal requests

Completion Time							
0 to 15 Days	**16 to 30 Days**	**31 to 60 Days**	**61 to 120 Days**	**121 to 180 Days**	**181 to 365 Days**	**More Than 365 Days**	**Total**
0	0	0	0	0	0	0	**0**

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							
	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
All disclosed	0	0	0	0	0	0	0	**0**
Disclosed in part	0	0	0	0	0	0	0	**0**
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	0	0	0	0	0	0	0	**0**
Neither confirmed nor denied	0	0	0	0	0	0	0	**0**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

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
Total	**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
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	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**
Total	**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**
Total	**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**
Total	**0**	**0**	**0**

Section 4: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	**0**

Section 5: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	**0**

Section 6: Extensions

6.1 Reasons for extensions

	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
Number of extensions taken	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence (Section 70)	External	Internal	
0	0	0	0	0	0	0	0	0

6.2 Length of extensions

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

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	**0**	**0**	**0**	**0**
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							
	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
Disclose entirely	0	0	0	0	0	0	0	**0**
Disclose in part	0	0	0	0	0	0	0	**0**
Exempt entirely	0	0	0	0	0	0	0	**0**
Exclude entirely	0	0	0	0	0	0	0	**0**
Consult other institution	0	0	0	0	0	0	0	**0**
Other	0	0	0	0	0	0	0	**0**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

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

Recommendation	Number of days required to complete consultation requests							
	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
Disclose entirely	0	0	0	0	0	0	0	**0**
Disclose in part	0	0	0	0	0	0	0	**0**
Exempt entirely	0	0	0	0	0	0	0	**0**
Exclude entirely	0	0	0	0	0	0	0	**0**
Consult other institution	0	0	0	0	0	0	0	**0**
Other	0	0	0	0	0	0	0	**0**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	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**

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

Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		$115
Overtime		$0
Goods and Services		$0
• Professional services contracts	$0	
• Other	$0	
Total		**$115**

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
Total	**0.001**

Note: Enter values to three decimal places.