



Commission des champs  
de bataille nationaux

The National Battlefields  
Commission



# 2024–25 Annual Report on the *Privacy Act*

**National Battlefields Commission**

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## 2024–25 ANNUAL REPORT ON THE *PRIVACY ACT*

### INTRODUCTION

The *Privacy Act* provides a framework for how the government may collect, use and retain personal information, notably as required for the purposes for which it was collected. This Act also grants individuals the right to access personal information about themselves held by the government.

The National Battlefields Commission (NBC) is subject to the *Privacy Act* and, pursuant to section 72 of said Act, must submit an annual report on the application of the *Privacy Act* for tabling in Parliament.

Created in 1908 under *An Act Respecting the National Battlefields at Quebec, S.C. 1908, c. 57*, the NBC is an agency of the Government of Canada and is part of the Canadian Heritage portfolio. As part of its mandate, it preserves, conserves and enhances Battlefields Park in Québec City. It is also responsible for administering the site, as well as managing the funds allocated to it for this purpose.

The NBC does not have any non-operating subsidiaries.

### ORGANIZATIONAL STRUCTURE

There is no Access to Information and Privacy (ATIP) Office within the NBC, as it is a small organization. Although no requests relating to the *Privacy Act* were received during the period covered by this report, such requests are usually forwarded to the NBC via the online system provided for this purpose. The assistant director of Institutional Affairs handles the personal information files and ensures that the requests are processed within the legally required time limits. The acting secretary and CEO is also kept informed and consulted throughout the request processing steps, as needed.

The NBC has neither entered into nor been a party to any agreement for the provision of services as outlined in section 73.1 of the Act.

### DESIGNATION ORDER

As the access to information and privacy coordinator, the acting secretary and CEO has full authority to administer the *Privacy Act*. This person has not delegated their authority and responsibilities under the Act.



## 2024–2025 PERFORMANCE

As presented in the statistical report, the NBC did not receive any formal or informal requests under the *Privacy Act* during the period covered by this report.

Furthermore, no requests or complaints are active or pending from a previous reporting period.

## TRAINING AND AWARENESS-RAISING

No *Privacy Act* training was received in 2024–2025. One of the responsibilities of the Institutional Affairs team is to receive and process privacy requests. The members of this team have already undergone privacy training in the past.

## POLICIES, GUIDELINES AND PROCEDURES

The NBC did not develop any new policies, guidelines or procedures during the period covered by this report.

In addition, no new collection or systematic use of social insurance numbers began during the period covered by this report.

## PRIVACY PROTECTION IMPROVEMENT INITIATIVES AND PROJECTS

The NBC did not implement any new initiatives or projects to improve privacy protection during the period covered by this report.

## SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

The NBC did not receive any complaints pertaining to privacy during the period covered by this report.

## SIGNIFICANT PRIVACY BREACHES

No significant privacy breaches were reported to the Office of the Privacy Commissioner and the Treasury Board of Canada Secretariat during the period covered by this report.

## PRIVACY IMPACT ASSESSMENTS

The NBC did not conduct any privacy impact assessments during the reference period. No new programs or activities were introduced, nor have existing ones been substantially modified.

Link to the NBC Info Source page: [Info Source – Canada.ca](https://www.nbc.gc.ca/info-source)



## PUBLIC INTEREST DISCLOSURES

The NBC did not make any disclosures under paragraph 8(2)(m) of the *Privacy Act* during the period covered by this report.

## COMPLIANCE MONITORING

The NBC did not receive any requests under the *Privacy Act* in 2024–2025. However, it does have a control mechanism in place in the event that such requests are received. The Institutional Affairs team is responsible for conducting weekly follow-ups on the processing of any requests received, as well as ensuring that the responses comply with the Act and respect the prescribed time limits. The acting secretary & CEO is always informed of requests received by the organization and updated on their status as they are being processed.

The NBC's practice is to include confidentiality clauses in its agreements. Also, its privacy directive continues to be in effect and notably includes a privacy notice posted on the organization's website summarizing the privacy practices for the NBC's online activities, in accordance with the *Privacy Act*: Notices & Privacy Policies – Plains of Abraham.