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ANNUAL REPORT
PRIVACY ACT

2025-2026

Canada

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ANNUAL REPORT
PRIVACY ACT
FOR REPORTING PERIOD OF
APRIL 1, 2025, TO MARCH 31, 2026

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1. INTRODUCTION

In accordance with the provisions of section 72 of the *Privacy Act* (the "*Act*"), the Copyright Board of Canada has prepared its annual report on the administration of this *Act*.

The *Act* extends the present laws of Canada to protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information. It is based on the principles that the collection and use of personal information is essential to the performance of many federal government activities and programs. However, individuals have the right to a reasonable expectation of privacy, including a basic right to exercise control over their own personal information.

The Board is an independent administrative tribunal and economic regulatory body empowered to establish the tariffs which set the royalties to be paid for the use of copyrighted works when the copyright in such works is administered collectively by a society. The Board also issues licences which set the royalties to be paid for the use of copyrighted works when the copyright owner cannot be located. By issuing fair and equitable tariffs and licences, the Board ensures that rights owners are remunerated in a timely manner, while supporting prosperity and innovation in the Canadian economy. Its work also promotes confidence in Canada's tariff and licensing processes.

2. ORGANIZATION OF PRIVACY ACTIVITIES

The administration of the *Act* is the responsibility of the Secretariat of the Board. All requests are received and processed by the Secretary General who acts as Access to Information and Privacy Coordinator.

3. DELEGATION ORDER

A copy of the delegation order is included with this report.

4. STATISTICAL REPORT

The Board received two (2) personal information requests between April 1, 2025, and March 31, 2026, which were fully completed on time. The Board incurred costs in the amount of $2,613 for the administration of the *Act*.

5. TRAINING ACTIVITIES

The Access to Information and Privacy coordinator keeps abreast of new developments through information communiques received on a regular basis from the Information and Privacy Policy Division of the Chief Information Officer Branch at Treasury Board. However, no formal training was undertaken by the personnel of the Copyright Board of Canada.

6. POLICIES, GUIDELINES AND PROCEDURES

The Board did not implement any new policies, guidelines and procedures during the reporting period.

7. COMPLAINTS

No complaint was filed with the Privacy Commissioner during the reporting period.

8. MONITORING OF THE TIME TO PROCESS A REQUEST

The Board is a micro-organization which does not have the resources to have a group dedicated to the management of these requests. In general, the Board receives very few requests annually. Requests are usually completed in a timely fashion.

9. DATA SHARING ACTIVITIES

No material privacy breaches have occurred during the reporting period.

10. PRIVACY IMPACT ASSESSMENTS

The Board did not undertake any Privacy Impact Assessments.

11. PERSONAL INFORMATION DISCLOSURE

The Board did not disclose any personal information under paragraph 8(2)(m) of the *Act*.