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Privacy Act Annual Report 2024-25 RCMP External Review Committee

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1. Introduction

The *Privacy Act* protects the privacy of all Canadian citizens and permanent residents regarding personal information held by a government institution. It also gives individuals, including those in Canada who are not permanent residents or citizens, the right to access their own personal information.

This report was prepared and tabled in Parliament in accordance with section 72 of the *Privacy Act* which requires that the head of every government institution to prepare an annual report regarding the

administration of the Privacy Act during the financial year. This report describes how the RCMP External Review Committee (ERC) administered the *Privacy Act* throughout financial year 2024-2025.

The ERC did not have any non-operational (“paper”) subsidiaries during this reporting period.

Mandate of the RCMP External Review Committee

Established in 1986 under Part II of the Royal Canadian Mounted Police Act, the RCMP External Review Committee contributes to fair and equitable labour relations and accountability within the RCMP through its independent and impartial review of appeal case files. The ERC issues findings and recommendations to the Commissioner of the RCMP for final decisions to be made in appeals regarding critically important matters (e.g. appeals of decisions in harassment complaints and of decisions to dismiss or demote an RCMP member for misconduct, to stop a member’s pay and allowances when a member is suspended from duty or to discharge a member for medical or performance reasons). The RCMP is required to refer appeal case files to the ERC for its review, findings and recommendations pursuant to the *Royal Canadian Mounted Police Act* and the *Royal Canadian Mounted Police Regulations*. The ERC reports directly to Parliament through the Minister of Public Safety, Democratic Institutions and Intergovernmental Affairs.

2. ERC's Organizational Structure to Fill its *Privacy Act* Responsibilities

Given the small size of the ERC (less than 30 FTEs) and the small number of requests it receives, all privacy-related functions are performed by the Director General of Corporate Services, and the Senior Officer, Corporate

Services. The ERC has no regional offices. The ERC processes requests as follows:

- the requested information is identified;
- the requests are examined to see if they should be transferred to another government institution with a “greater interest”;
- possible exemptions are considered;
- a copy of the non-exempt information is prepared and forwarded to the requester with a transmittal letter; and,
- the requests and all related documentation are filed in the ERC's Access to Information and Privacy (ATIP) registry.

All personal information is compartmentalized, and access is controlled, to ensure it will only be used for the purposes for which it was collected.

The ERC relies on existing Treasury Board guidelines regarding privacy and protection of personal information.

The ERC has not entered into any service agreements under section 73.1 of the *Privacy Act* during this reporting period.

3. Delegation Order

The Minister of Public Safety and Emergency Preparedness Canada, pursuant to section 73 of the *Privacy Act*, designated the Chairperson, the Director General of Corporate Services; the General Counsel and Director of Operations; Senior Director, Corporate Services; and the ATIP Coordinator of the ERC to exercise the powers and perform the duties of the Minister as the head of a government institution (the RCMP External Review Committee) under certain sections of the *Act*. The responsibilities associated with the administration of the *Privacy Act* include notifying applicants of extensions and releasing records to applicants (see Annex A, Delegation Order).

4. Performance 2024-2025

Throughout fiscal year 2024-2025, the ERC received thirteen (13) requests under the *Privacy Act*. The disposition of these requests is as follows:

Disposition	Amount
All disclosed	0
Disclosed in part	1
All exempted	0
All excluded	0
No records exist	12
Request abandoned	0
Neither confirmed nor denied	0
Total	13

Disposition of Requests

Twelve (12) requests sent to the ERC yielded no existing records and one (1) request was disclosed in part. Twelve (12) were completed within 1 to 15 days, while one (1) request took between 16 to 30 days to complete. The ERC responded to 100% of requests within legislated timelines.

Number of Active Requests

As of the last day of the 2024-2025 reporting period, there were no active requests.

Number of Active Complaints

As of the end of the 2024-2025 fiscal year, there were no active complaints.

Percentage of completed request for which records were “all disclosed”, and percentage for which records were “disclosed in part”

As of the end of the 2024-2025 fiscal year, 100% of completed requests that were released were disclosed in part.

Consultations from Other Institutions

During the reporting period, the ERC has not received any consultations regarding a formal privacy request obtained by another federal institution.

Other Consultations

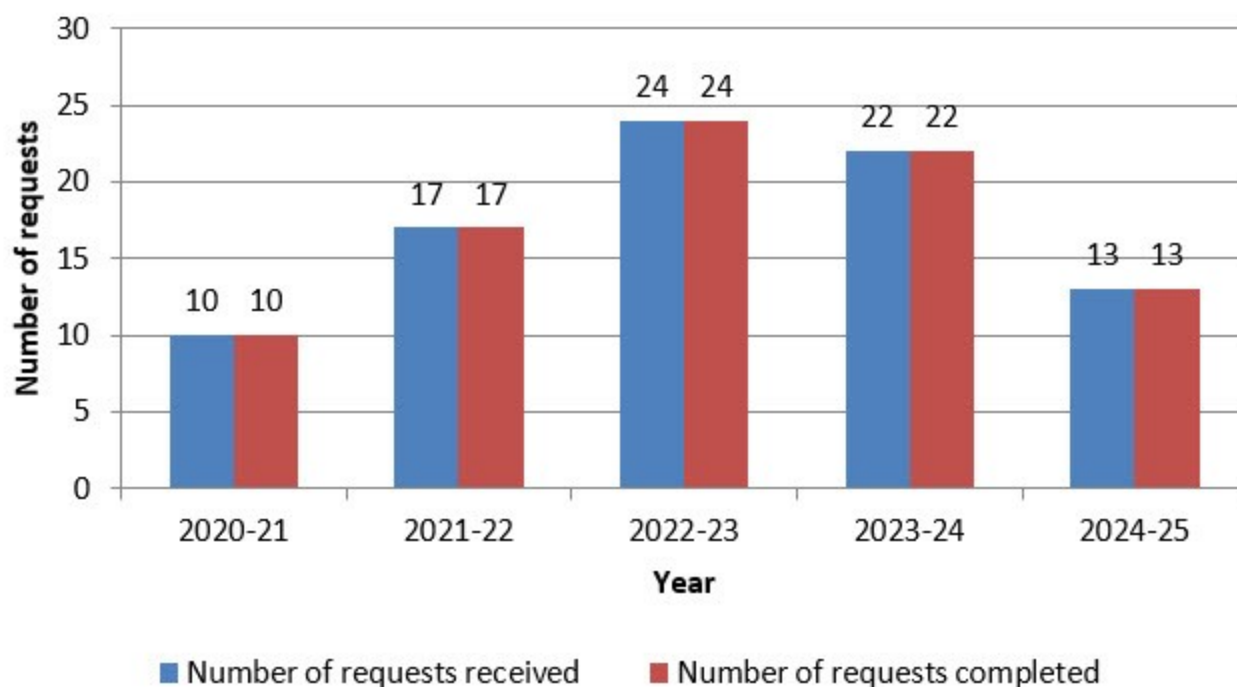
There were no consultations on Cabinet Confidences under the *Privacy Act*.

For additional information, please refer to Annex B and Annex C for statistical report on *Privacy Act* requests processed by the ERC between April 1, 2024, and March 31, 2025.

Multi-Year Trends

Evaluation of multi-year trends is difficult given the small number of requests received each year by the ERC. Over the past five (5) years, the ERC received and completed an average of 17.2 requests per year (see Figure below). During the fiscal year 2024-2025, the ERC received thirteen (13) requests which were all completed.

Requests under the *Privacy Act*



► Image Description

5. Training and Awareness

Although no formal privacy training was provided to ERC staff, during 2024-2025, 100% of employees completed the ERC's mandatory training on Access to Information and Privacy offered by the Canada School of Public Service. Additionally, some ERC legal counsel have legal training in ATIP matters as the assessment of some requests may require legal analysis or advice.

Information about the *Privacy Act* is routinely circulated to ERC staff in the course of normal operations.

6. Policies, Guidelines and Procedures

The ERC did not implement any new or revised privacy-related policies, guidelines, procedures or initiatives during the reporting period.

7. Initiatives and Projects to Improve Privacy

The ERC did not implement any new or revised privacy-related initiatives and projects during the reporting period.

8. Summary of Key Issues and Actions taken on Complaints or Audits

No audits were initiated or concluded during the reporting period.

The ERC received two (2) complaints from the Office of the Privacy Commissioner (OPC) during the reporting period. The two (2) complaints were closed through early resolution and the OPC did not issue a finding.

9. Material Privacy Breaches

No privacy breaches occurred during the fiscal year 2024-2025.

10. Privacy Impact Assessments

There were no Privacy Impact Assessments (PIAs) undertaken by the ERC during the fiscal year 2024-2025.

11. Public Interest Disclosures

Subsection 8(2) of the *Privacy Act* provides limited and specific circumstances under which institutions may disclose personal information without an individual's consent. During the reporting period, the ERC did not disclose personal information pursuant to paragraph 8(2)(m) of the *Privacy Act*.

12. Monitoring Compliance

Monitoring of the time to process privacy information requests during the reporting period is carried out when the ERC receives requests. Time to process requests is also discussed in the responsible management committee when required.

Annex A

Privacy Act Delegation Order

The Minister of Public Safety, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) 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 Minister as the head of Public Safety, under the provisions of the acts and related regulations set out in the schedule opposite each position.

This designation replaces all previous delegation orders.

Position	Access to <i>Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations

Chairperson	Full authority	Full authority
Director General, Corporate Services	Full authority	Full authority
General Counsel and Director of Operations	Full authority	Full authority
Senior Director, Corporate Services	Full authority	Full authority
ATIP Coordinator	Full authority	Full authority

Dated at the City of Ottawa, this 22nd day of January, 2025.

The Honourable David J. McGuinty, P.C., M.P.
Minister of Public Safety Canada

Annex B

Statistical Report on the *Privacy Act*

Name of institution: RCMP External Review Committee
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
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	Number of Requests
Received during reporting period	13
Outstanding from previous reporting periods	0
Outstanding from previous reporting period	0
Outstanding from more than one reporting period	0
Total	13
Closed during reporting period	13
Carried over to next reporting period	0
Carried over within legislated timeline	0
Carried over beyond legislated timeline	0

1.2 Channels of requests

Section	Number of Requests
Online	12
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
Total	13

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

Section	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

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 Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests
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

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
Disclosed in part	0	1	0	0	0	0	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	21	0	0	0	0	0	0	12
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	12	1	0	0	0	0	0	13

3.2 Exemptions

Section	Number of Requests
18(2)	0
19(1)(a)	0
19(1)(b)	0
19(1)(c)	0

Section	Number of Requests
19(1)(d)	0
19(1)(e)	0
19(1)(f)	0
20	0
21	0
22(1)(a)(i)	0
22(1)(a)(ii)	0
22(1)(a)(iii)	0
22(1)(b)	0
22(1)(c)	0
22(2)	0
22.1	0
22.2	0
22.3	0
22.4	0
23(a)	0
23(b)	0
24(a)	0
24(b)	0
25	0

Section	Number of Requests
26	1
27	1
27.1	0
28	0

3.3 Exclusions

Section	Number of Requests
69(1)(a)	0
69(1)(b)	0
69.1	0
70(1)	0
70(1)(a)	0
70(1)(b)	0
70(1)(c)	0
70(1)(d)	0
70(1)(e)	0
70(1)(f)	0
70.1	0

3.4 Format of information released

Paper	Electronic - E-Record	Electronic - Data set	Electronic - Video	Electronic - Audio	Other
0	1	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
1042	1042	1

3.5.2 Relevant pages processed per request disposition for paper, requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
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	

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
Request abandoned	0	0	0	0	0	
Neither confirmed nor denied	0	0	0	0	0	
Total	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	

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
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	
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	

3.5.7 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	13
Percentage of requests closed within legislated timelines (%)	100

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 Requests 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

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

Number of extensions taken	15(a)(i) Interference with operations				15(a)(ii) Consultatio
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)

Number of extensions taken	15(a)(i) Interference with operations				15(a)(ii) Consultatio
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)
0	0	0	0	0	0

6.2 Length of extensions

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

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during 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
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7.2 Recommendations and completion time for consultations received from other Government of Canada institutions (Number of days required to complete consultation requests)

Recommendation	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 (Number of Days Required to Complete Consultation Requests)

Recommendation	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	
	Number of Requests	Pages Disclosed	Number of Request	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	
16 to 30	0	0	0	0	0	

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Request	Pages Disclosed	Number of Requests	Pages Disclosed
31 to 60	0	0	0	0	0	
61 to 120	0	0	0	0	0	
121 to 180	0	0	0	0	0	
181 to 365	0	0	0	0	0	
More than 365	0	0	0	0	0	
Total	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	
	Number of Requests	Pages Disclosed	Number of Request	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	
16 to 30	0	0	0	0	0	
31 to 60	0	0	0	0	0	

	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed	
Number of Days	Number of Requests	Pages Disclosed	Number of Request	Pages Disclosed	Number of Requests	Pages Disclosed
61 to 120	0	0	0	0	0	
121 to 180	0	0	0	0	0	
181 to 365	0	0	0	0	0	
More than 365	0	0	0	0	0	
Total	0	0	0	0	0	

Section 9: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
2	0	0	0	2

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

10.1 Privacy Impact Assessments

Number of PIAs completed	0
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Number of PIAs modified	0
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10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Create	Terminated	Modified
Institution-specific	5	0	0	0
Central	0	0	0	0
Total	5	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 Alloted Costs

Expenditures	Amount
Salaries	\$18,964
Overtime	\$0

Goods and Services:	\$0
- Professional services contracts \$0 - Other \$0	
Total	\$18,964

12.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.120
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.120

Annex C

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

Name of Institution: RCMP External Review Committee

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

Section 1 : Requests Carried Over and Active Complaints Under the *Access to Information Act*

1.1 Requests carried over to next reporting period, broken down by reporting period received

Reporting Period Requests Carried Over Were Received	Requests Carried Over that are <i>Within</i> Legislated Timelines as of March 31, 2025	Requests Carried Over that are <i>Beyond</i> Legislated Timelines as of March 31, 2025	Total
Received in 2024-25	0	0	0
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0

Received in 2015-16 or earlier	0	0	0
Total	0	0	0

1.2 Active complaints with the Information Commissioner of Canada, broken down by reporting period received

Reporting Period Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2024-2025	0
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 or earlier	0
Total	0

Section 2: Requests Carried Over and Active Complaints Under the *Privacy Act*

2.1 Requests carried over to next reporting period, broken down by reporting period received

Reporting Period Requests Carried Over Were Received	Requests Carried Over that are <i>Within</i> Legislated Timelines as of March 31, 2025	Requests Carried Over that are <i>Beyond</i> Legislated Timelines as of March 31, 2025	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0

Received in 2014-15 or earlier	0	0	0
Total	0	0	0

2.2 Active complaints with the Privacy Commissioner of Canada, broken down by reporting period received

Reporting Period Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2024-25	0
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16 or earlier	0
Total	0

Section 3 : Social Insurance Number (SIN)

Has your institution begun a new collection or a new consistent use of the SIN in 2024-25?	No
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Section 4: Universal Access under the *Privacy Act*

How many requests were received from foreign nationals outside of Canada in 2024-25?	0
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Date modified: 2025-10-07