

Annual Report to Parliament 2022-2023 – Privacy Act



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Catalogue Number: NR1-20E-PDF, ISSN 3111-296X

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Annual report to Parliament 2022-2023 – Privacy Act

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Introduction

The National Research Council of Canada (NRC) is pleased to present to Parliament its annual report on the administration of the *Privacy Act* (PA) for the 2022-2023 reporting period. This is done in accordance with section 72 of the PA, which requires the head of every government institution to submit an annual report to Parliament on the administration of the Act for their institution during the period beginning on April 1 of the preceding year and ending on March 31 of the current year.

The purpose of the PA is to extend the present laws of Canada that 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. The PA also regulates the collection, use and disclosure of personal information held by federal institutions including the NRC.

This 39th annual report on the administration of the PA at the NRC provides an overview of the activities undertaken by the Council during the 2022-2023 reporting period.

Mandate of the National Research Council of Canada

The NRC supports industrial innovation, the advancement of knowledge, technology development, and public policy mandates. The NRC plays a unique role in Canada, undertaking large-scale mission-oriented research and development programs. With a presence in every province, the NRC combines its strong national foundation with international linkages to help Canada grow in productivity and remain globally competitive. The NRC works in collaboration with industry, governments, and academia to maximize Canada's overall R&D investment.

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I. Organizational structure and delegation of authority

From April 1, 2022, to March 31, 2023, the NRC's President delegated full authority for the application and administration of the PA to the Vice-President, Business and Professional Services, to the Chief Information Officer & Director General of Knowledge, Information and Technology Services, and to the Director, Library and Information Management Services. Partial authority was delegated to the Access to Information and Privacy (ATIP) Coordinator.

A copy of the signed Delegation Order is included as [Annex A](#) for this reporting period.

During this reporting period, the NRC's ATIP Office was part of the Library and Information Management Services Directorate within the Knowledge, Information and Technology Services Branch.

The ATIP Office had 5 full-time positions: 1 ATIP Coordinator, 2 Senior ATIP Officers, 1 Junior ATIP Officer and 1 ATIP Clerk. During this reporting period, the NRC experienced challenges in staffing a full complement of ATIP Officers. As noted by other institutions subject to the Act, as well as by the Information Commissioner of Canada, a shortage of experienced ATIP personnel presents a challenge for staffing in both short and long term capacities.

The ATIP Office works closely with the NRC's Human Resources Branch, the Information Management team, Executive Advisors, the Communications Branch, and senior management across the organization.

The ATIP Office is responsible for the coordination and implementation of policies, guidelines, and procedures to ensure the organization's compliance with the PA. To this end, the Office provides the following services:

- Promotes awareness of the PA within the organization;
- Processes and manages personal information and complaints;
- Manages the ATIP electronic case management system;
- Processes consultations received from other institutions;
- Provides professional advice and guidance to senior management and all departmental staff on the Act;
- Prepares the annual report to Parliament and the annual statistical report;
- Maintains NRC's Info Source chapter;
- Assists in the privacy impact assessment process and in creating or modifying personal information banks;

- Reviews departmental documents (such as audit and evaluation reports prior to their proactive disclosure on the organization's website), Parliamentary Questions and Harassment Reports for privacy-related considerations;
- Develops internal procedures; and,
- Participates in forums for the ATIP community, such as the Treasury Board of Canada Secretariat (TBS) ATIP Community meetings and working groups.

During the period covered by this report, the NRC was not party to any service agreements under section 73.1 of the PA.

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II. Interpretation of statistical report

The complete statistical report on the administration of the PA by the NRC from April 1, 2022, to March 31, 2023, is included as [Annex B](#). This section provides an interpretation of the statistics presented in that report.

During the 2022-2023 reporting period, the NRC received 24 new requests for personal information and 1 request was outstanding from the previous period.

The statistical figures, as reflected in the chart below, indicate the number of requests received and processed over the past 3 years. These figures do not include informal privacy-related queries received in the ATIP Office.

Chart 1: Volume of requests for personal information

► Long description for Chart 1: Volume of requests for personal information

Of the 17 requests completed within the reporting period, 52% of records were "all disclosed" and 5% of records were "disclosed in part".

With regard to completion times, out of the 17 requests completed during this reporting period, 16 were completed within 30 days and 1 request was completed within 31 to 60 days, resulting in a 100% compliance with legislated timelines.

Chart 2: Number of days taken to complete requests

► Long description for Chart 2: Number of days taken to complete requests

Section 15 of the PA allows institutions to extend the time limit for processing requests for a maximum of 30 days if:

- i. meeting the original time limit would unreasonably interfere with the operations of the government institution; or,
- ii. consultations are necessary to comply with the request that cannot reasonably be completed within the original time limit.

Should the records require translation or conversion to an alternative format, a reasonable period of time may also be taken to extend the time limit.

The NRC invoked an extension in 2 cases where meeting the original time limit of 30 days would have unreasonably interfered with the operations of the organization due to the large volume of pages.

Sections 3.2 and 3.3 of the statistical report focus on the application of exemptions and exclusions under the PA. During this reporting period, the NRC invoked sections 25, 26 and 27 in 1 case.

As per the following chart, the number of pages disclosed in response to requests for personal information decreased from the previous reporting period.

Chart 3: Trends in number of pages disclosed

- ▶ Long description for Chart 3: Trends in number of pages disclosed

During this reporting period, the ATIP Office did not process any consultation under the PA.

With regard for the provisions of the PA and in the context of its general responsibilities, the NRC's ATIP Office reviewed a total of 114 Parliamentary Questions received during this reporting period, compared to 110 reviewed in 2021-2022 and 145 reviewed in 2020-2021.

Chart 4: Parliamentary questions

- ▶ Long description for Chart 4: Parliamentary questions

For the 2022-2023 reporting period, the NRC was asked to complete a supplemental report. This supplemental statistical report is included as Annex C.

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III. Privacy-related training and education

To increase the knowledge and understanding of the PA across the NRC, training and awareness sessions are delivered to NRC employees. These sessions provide basic information on the purposes and provisions of the Act, roles and responsibilities, as well as general best practices (such as email management). All training sessions include information on the identification and management of personal information in accordance with the provisions of the *Privacy Act* as well as the *Access to Information Act*. During this reporting period, the ATIP Office delivered a total of 11 training sessions to 723 employees located in the National Capital Region and in regional offices. This increase in training compared to previous years contributed to the NRC achieving a 100% compliance rate.

In support of ATIP activity across the Council, tools and guidance are updated regularly and are made available on the NRC's external and internal websites.

The ATIP Office continually works to sensitize and educate employees, third parties and requesters regarding the requirements of the PA, through ongoing dialogue and bilateral discussions. During the reporting period,

the ATIP Coordinator and officers responded to numerous inquiries from colleagues (Human Resources Branch, management, etc.), providing advice and guidance on various privacy-related matters.

Throughout this reporting period, the ATIP Coordinator and officers attended ATIP community meetings and various training sessions offered by the TBS.

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IV. Procedures, guidelines and directives

The NRC did not implement any new or revised privacy policies, guidelines or procedures during the reporting period.

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V. Complaints, investigations and audits

During this reporting period 1 complaint against the NRC was registered with the Office of the Privacy Commissioner (OPC) in relation to exemptions invoked by the NRC. In support of the OPC's investigative process, the ATIP Office transferred all necessary records for their review. This complaint was still unresolved at the end of the reporting period.

There are no ongoing investigations or audits of the NRC under the provisions of the PA.

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VI. Monitoring of requests for personal information

In keeping with TBS policies and directives, the ATIP Office has established internal ATIP procedures and business practices to ensure the efficient and timely processing of personal information requests, while making every effort to assist applicants in the most expeditious manner without regard for their identity.

The ATIP Office uses a case management system that tracks both active and closed requests. This system is designed to follow the legislative deadlines.

The ATIP Office holds weekly meetings to discuss request-related activities, determine timelines and ensure that all team members are informed of the status of files. Weekly meetings also take place with the Director, Library and Information Management Services.

A report of active ATIP files (which maintains the privacy of the requesters' identities) is shared with the NRC senior management team every week and a more detailed report is provided to delegated authorities. A weekly report is also shared with the Minister of Innovation, Science and Economic Development Canada.

No requests for the corrections to personal information were received by the ATIP Office during this reporting period.

VII. Material privacy breaches

One material privacy breach occurred during the 2022-2023 reporting period. A cyber incident was detected on a NRC network and steps were quickly taken to stop and mitigate the attack. Even though the probability that personal information was accessed is very low, the incident was reported to the Office of the Privacy Commissioner as well as the Treasury Board Secretariat of Canada.

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VIII. Privacy impact assessment activities

The NRC completed 1 privacy impact assessment during the 2022-2023 reporting period.

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IX. Section 8(2)(m) disclosures

Paragraph 8(2)(*m*) allows for the disclosure of personal information when the public interest clearly outweighs any invasion of privacy or when the disclosure would benefit the individual. There were no disclosures pursuant to paragraph 8(2)(*m*) for the 2022-2023 period.

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Annex A: Delegation order

Access to Information Act and *Privacy Act* Delegation Order

The President of the National Research Council of Canada (NRC), pursuant to section 95 of the *Access to Information Act* and section 73 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 President as the head of the NRC, under the sections of the Acts and related regulations set out in the schedule opposite each position. This designation replaces all previous designation orders.

Schedule

Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Vice-President, Business and Professional Services	Full authority	Full authority
Chief Information Officer and Director General, Knowledge, Information and Technology Services	Full authority	Full authority
Director, Library and Information Management Services	Full authority	Full authority

Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Access to Information and Privacy Coordinator	Sections: • 7(a) • 8(1) • 9 • 11(2) • 12(2) and (3) • 26 • 27(1) and (4) • 28(1), (2) and (4) • 33 • 37(4) • 43(2) • 44(2)	Sections: • 8(2)(j) • 8(4) and (5) • 9(1) and (4) • 10 • 14 • 15 • 17(2)(b) • 18(2) • 31 • 35(1) • 35(4) • 36(3) • 37(3) • 51(2)(b)

Dated, at the City of Ottawa

4 May 2020

Iain Stewart

President of the National Research Council of Canada

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Annex B: Statistical report

Statistical report on the *Privacy Act*

Name of institution: National Research Council Canada

Reporting period: April 1, 2022 to March 31, 2023

Section 1 – Requests under the *Privacy Act*

1.1 Number of requests received

		Number of requests
Received during reporting period		24
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		25
Closed during reporting period		17
Carried over to the next reporting period		8
• Carried over within legislated timeline	8	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of requests
Online	12
Email	12
Mail	0
In person	0
Phone	0
Fax	0
Total	24

Section 2 – Informal requests

2.1 Number of informal requests

		Number of requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	

	Number of requests
Total	1
Closed during reporting period	1
Carried over to the next reporting period	0

2.2 Channels of informal requests

Source	Number of requests
Online	0
Email	1
Mail	0
In person	0
Phone	0
Fax	0
Total	1

2.3 Completion time of informal requests

1 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

1 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
1	0	0	0	0	0	0	1

2.4 Pages released informally

Less than 100 pages released		100-500 pages released		501-1000 pages released		1001-5000 pages released		10000+ 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
1	51	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							
	1 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	2	7	0	0	0	0	0	9

Disposition of requests	Completion time							
	1 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	0	1	0	0	0	0	1
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	5	0	0	0	0	0	0	5
Request abandoned	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	8	8	1	0	0	0	0	17

3.2 Exemptions

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

Section	Number of requests
19(1)(c)	0
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

Section	Number of requests
25	1
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				Other
	E-record	Data set	Video	Audio	
0	10	0	0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of pages processed	Number of pages disclosed	Number of requests
1,661	1,072	12

3.5.2 Relevant pages processed by request disposition for paper and e-record formats

Disposition	Less than 100 pages processed		100-500 pages processed		501-1000 pages processed		1000+ pages processed
	Number of requests	Pages processed	Number of requests	Pages processed	Number of requests	Pages processed	Number of requests
All disclosed	8	323	1	138	0	0	0
Disclosed in part	0	0	0	0	0	0	1

Disposition	Less than 100 pages processed		100-500 pages processed		501-1000 pages processed		1000+ pages processed
	Number of requests	Pages processed	Number of requests	Pages processed	Number of requests	Pages processed	Number of requests
All exempted	1	15	0	0	0	0	0
All excluded	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0
Total	10	338	1	138	0	0	1

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	17
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 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

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
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

Disposition for correction requests received	Number
Total	0

Section 6 – Extensions

6.1 Reasons for extensions

Number of requests where an extension was taken	15(a)(i) Interference with operations				15(a)(ii) Cons
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet confidence section (Section 70)
2	0	2	0	0	0



6.2 Length of extensions

	15(a)(i) Interference with operations				15(a)(ii) Cor
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 (Section 70)
1 to 15 days	0	0	0	0	0

	15(a)(i) Interference with operations				15(a)(ii) Cor
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 (Section 70)
16 to 30 days	0	2	0	0	0
31 days or greater					
Total	0	2	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

Consultations	Other Government of Canada institutions	Number of pages to review	Other organizations	Number of pages to review
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

	Number of days required to complete consultation requests							
	1 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
Recommendation								
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

	Number of days required to complete consultation requests							
	1 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
Recommendation								

Recommendation	Number of days required to complete consultation requests							
	1 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
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests

Number of days	Fewer than 100 pages processed		100-500 pages processed		501-1000 pages processed		1001-5000 pages processed
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests
1 to 15	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0
Total	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	
	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
16 to 30	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0

Number of days	Fewer than 100 pages processed		100-500 pages processed		501-1000 pages processed		1001-5000 page processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
61 to 120	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Section 9 – Complaints and investigations notices received

Section 31	Section 33	Section 35	Court action	Total
1	0	0	0	1

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

10.1 Privacy Impact Assessments

Number of PIAs completed	1
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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	Created	Terminated	Modified
Institution-specific	65	1	0	0
Central	11	0	0	0
Total	76	1	0	0

Section 11 – Privacy breaches

11.1 Material privacy breaches reported

Number of material privacy breaches reported to TBS	1
Number of material privacy breaches reported to OPC	1

11.2 Non-material privacy breaches

Number of non-material privacy breaches	5
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Section 12 – Resources related to the *Privacy Act*

12.1 Allocated costs

Expenditures		Amount
Salaries		\$98,989
Overtime		\$146
Goods and Services		\$4,093
• Professional services contracts	\$0	
• Other	\$4,093	
Total		\$103,228

12.2 Human resources

Resources	Person years dedicated to privacy activities
Full-time employees	1.250
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000

Resources	Person years dedicated to privacy activities
Total	1.250

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Annex C: 2022-2023 Supplemental statistical report

Supplemental statistical report on the *Access to Information Act* and the *Privacy Act*

Name of institution: National Research Council of Canada

Reporting period: April 1, 2022 to March 31, 2023

Section 1 – Capacity to receive requests under the *Access to Information Act* and the *Privacy Act*

1.1 Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2 – Capacity to process records under the *Access to Information Act* and the *Privacy Act*

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

Source	No capacity	Partial capacity	Full capacity	Total
Unclassified paper records	0	0	52	52
Protected B paper records	0	0	52	52
Secret and Top Secret paper records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

Source	No capacity	Partial capacity	Full capacity	Total
Unclassified electronic records	0	0	52	52
Protected B electronic records	0	0	52	52
Secret and Top Secret electronic records	0	0	0	52

Section 3 – Open requests and complaints under the *Access to Information Act*

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal year open requests were received	Open requests that are <i>within</i> legislated timelines as of March 31, 2023	Open requests that are <i>beyond</i> legislated timelines as of March 31, 2023	Total
Received in 2022-2023	9	0	9
Received in 2021-2022	0	8	8
Received in 2020-2021	0	13	13
Received in 2019-2020	0	0	0
Received in 2018-2019	0	1	1
Received in 2017-2018	0	0	0
Received in 2016-2017 or earlier	0	0	0
Total	9	22	31

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal year open complaints were received by institution	Number of open complaints
Received in 2022-2023	1
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 or earlier	0
Total	1

Section 4 – Open requests and complaints under the *Privacy Act*

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal year open requests were received	Open requests that are <i>within</i> legislated timelines as of March 31, 2023	Open requests that are <i>beyond</i> legislated timelines as of March 31, 2023	Total

Fiscal year open requests were received	Open requests that are <i>within</i> legislated timelines as of March 31, 2023	Open requests that are <i>beyond</i> legislated timelines as of March 31, 2023	Total
Received in 2022-2023	8	0	8
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017 or earlier	0	0	0
Total	8	0	8

4.2 Enter the number of open complaints with the Privy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal year open complaints were received by institution	Number of open complaints
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Fiscal year open complaints were received by institution	Number of open complaints
Received in 2022-2023	2
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 or earlier	0
Total	2

Section 5 – Social insurance number (SIN)

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023? No

Section 6 – Universal Access under the *Privacy Act*

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023? 0

Date modified:

2023-11-08