
2022-2023 Annual Report on the Privacy Act

April 1, 2022 – March
31, 2023

Natural Sciences and
Engineering Research Council
of Canada

Aussi disponible en français sous le titre :

Rapport annuel de 2022-2023 concernant la Loi sur la protection
des renseignements personnels

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1. Introduction

The Natural Sciences and Engineering Research Council of Canada (NSERC) is pleased to present to Parliament its annual report on the administration of the *Privacy Act* for 2022-23 (April 1, 2022, to March 31, 2023).

This report is prepared and tabled in accordance with section 72 of the *Privacy Act* which requires that the head of every federal institution prepare and submit an annual report to Parliament on the administration of the *Act* in the institution during the fiscal year.

1.1 Purpose of the Privacy Act

The purpose of the *Privacy Act* is to provide:

- individuals with the right to access and correct personal information about themselves that is under the control of a government institution
- the legal framework for the collection, retention, use, disclosure, disposition and accuracy of personal information in the administration of programs and activities by government institutions subject to the *Act*

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1.2 Mandate of the Natural Sciences and Engineering Research Council

NSERC is a separate agency of the Government of Canada created in 1978. It is funded directly by Parliament and reports to it through the Minister of Innovation, Science and Industry.

The functions of NSERC, based on the authority and responsibility assigned to it under the Natural Sciences and Engineering Research Council Act (1976-1977, c.24), are to:

- promote and assist research in the natural sciences and engineering, other than the health sciences; and
- advise the Minister in respect of such matters relating to such research as the Minister may refer to the Council for its consideration.

NSERC's Council is composed of a President and up to 18 other distinguished members selected from the private and public sectors. NSERC's President is the Chief Executive

Officer. The elected Vice-President is the Chair of the Council and of its Executive Committee. NSERC's Council is advised on policy matters by various standing committees. Funding decisions are made by the President, or designate, on the basis of recommendations made by peer review committees.

1.3 Official core responsibility of NSERC:

The Natural Sciences and Engineering Research Council of Canada (NSERC), through grants, fellowships and scholarships, promotes and supports research and research training in the natural sciences and engineering to develop talent, generate discoveries, and support innovation in pursuit of economic and social outcomes for Canadians.

2. Organizational Structure

The Access to Information and Privacy (ATIP) office resides in NSERC's Governance, Risk & Compliance (GRC) Division under the Strategic, Corporate and Public Affairs (SCPA) Directorate.

The ATIP office is responsible for:

- implementing and managing programs and services to Canadians relating to NSERC's administration of the *Access to Information Act* and the *Privacy Act*
- providing interpretation, advice and recommendations to NSERC employees as they fulfill their obligations under both *Acts*
- delivering training to NSERC employees on both *Acts* to ensure compliance

The ATIP office is led by the ATIP Manager (who is also the ATIP Coordinator) who reports to the Executive Director, Governance, Risk and Compliance. The Manager is supported by an ATIP Analyst and two ATIP & Secretariat Officers. The ATIP office staff work together closely to process ATIP requests and to support NSERC employees on privacy-related matters. In total, four full-time employees at various levels administered the *Access to Information Act* and the *Privacy Act* in 2022–23.

This year's focus was on developing capacity and building ATIP expertise within the ATIP office, eliminating the need for ATIP consultants. NSERC's ATIP office addressed the backlog of access to information and privacy requests. Several were dated, large and complex requests requiring cross reference of files and external consultations.

NSERC was not party to any service agreements under section 73.1 of the *Privacy Act* during this reporting period.

3. Delegation Order

Pursuant to subsection 73(1) of the *Privacy Act*, the President of NSERC has delegated the powers, duties, and functions for the administration of the *Privacy Act* to the following NSERC officials:

- Vice-President, Strategic, Corporate and Public Affairs
- Executive Director, Governance, Risk and Compliance
- Manager, ATIP & Governance

This Delegation of Authority was signed on August 15, 2022 and can be found in Appendix A.

4. Statistical Report

Statistical reports prepared by government institutions provide aggregate data on the application of the *Access to Information Act* and the *Privacy Act*. This information is made public annually in a statistical report that is included with the annual reports on access to information and privacy tabled in Parliament by each institution. NSERC's statistical report on the *Privacy Act* for 2022-23 is provided in Appendix B.

This year, institutions were required to report on the following additional criteria:

- their capacity to receive requests and process records
- open requests from previous reporting periods
- open complaints from previous reporting periods
- the impact of COVID-19-related measures on their ability to fulfill *Access to Information Act* and *Privacy Act* responsibilities, and any mitigation measures that were implemented
- new authorities to collect or use Social Insurance Numbers and Universal Access

This information is included in the 2022-23 Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act* and can be found in Appendix C.

5. Interpretation of the Statistical Report on the Privacy Act

This section provides an overview of key data on NSERC's performance for the year, as reflected in the Statistical Report for 2022-23. ("Requests" here refers to formal requests under the *Privacy Act*.)

a) Material Privacy Breaches

In 2022-23, NSERC had no material privacy breaches therefore did not report any to the Office of the Privacy Commissioner (OPC) and to Treasury Board of Canada Secretariat (TBS, Privacy and Responsible Data Division) during the reporting period.

b) Privacy Impact Assessments

In 2022-23, NSERC did not submit any Privacy Impact Assessments (PIAs) to the OPC and to TBS's Information Privacy Policy Division.

c) 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. Such situations includes when the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure, or where disclosure would clearly benefit the individual to whom the information relates.

In 2022-23, NSERC did not make any disclosures pursuant to paragraphs 8(2)(e) or 8(2)(m) of the *Act*. As a result of no disclosures being made pursuant to paragraph 8(2)(m) of the *Act*, NSERC did not have any notifications to the OPC pursuant to subsection 8(5).

d) Correction of Personal Information

Paragraph 12(2)(a) of the *Privacy Act* gives individuals a right to request a correction of personal information about them held by the federal government.

Three requests for corrections were carried over from 2018-19, five from 2019-20 and three from 2020-21. In fiscal year 2022-23, the three requests from 2018-19 and the three requests from 2020-21 were closed. The five requests from 2019-20 remain outstanding. A new request for correction of personal information was received during the reporting period and that request also remains outstanding. This means that six requests for correction of personal information were carried over into fiscal year 2023-24.

e) Complaints

Requesters have the right to register a complaint with the OPC regarding the processing of a request.

No privacy complaints from the previous fiscal year were carried over into the 2022-23 fiscal year. NSERC did not receive or conclude any new privacy complaints in the 2022-23 fiscal year. No privacy complaints were carried over into fiscal year 2023-24.

f) Audits, Compliance and Appeals

No privacy audits nor monitoring were conducted during the reporting period. There were no applications or appeals to the Federal Court or Federal Court of Appeal under the *Privacy Act* during 2022-23.

5.1 Requests Received and Carried Forward

In 2022-23, NSERC received a total of four privacy requests, two more than the previous fiscal year (two in 2021-22).

Twelve (12) active privacy requests were carried forward into 2022-23 from the previous reporting period (five from 2018-19, one from 2019-20, four from 2020-21 and two from 2021-22). A total of one request received in 2022-23 remains outstanding and is still within legislated timeline.

5.2 Requests Completed

Fifteen (15) privacy requests were completed and closed during the 2022-23 reporting period. This is two more than the previous fiscal year (13 in 2021-22). In total, NSERC processed 2442 pages of which 952 were disclosed in the 2022-23 reporting period. The gap reflects duplicated, non-relevant and withheld records. While NSERC processed slightly more privacy requests than in the 2021-22 reporting period, the number of pages processed was significantly lower this reporting period than in the previous year (in 2021-22 NSERC processed 5074 pages of which 1251 were disclosed). Of the privacy requests completed in 2022-23, ten were disclosed in part; two no records existed; and three requests were abandoned.

The percentage of completed requests for which records were “all disclosed” is 0%, for which records were “disclosed in part” is 67% for which “no records existed” is 13% and for which the “requests were abandoned” is 20%.

Figure 1 shows the number of privacy requests NSERC received each year, the number of requests carried forward and closed for 2018-19 to 2022-23.

Figure 1: Privacy requests received, carried over and closed, 2018-19 to 2022-23

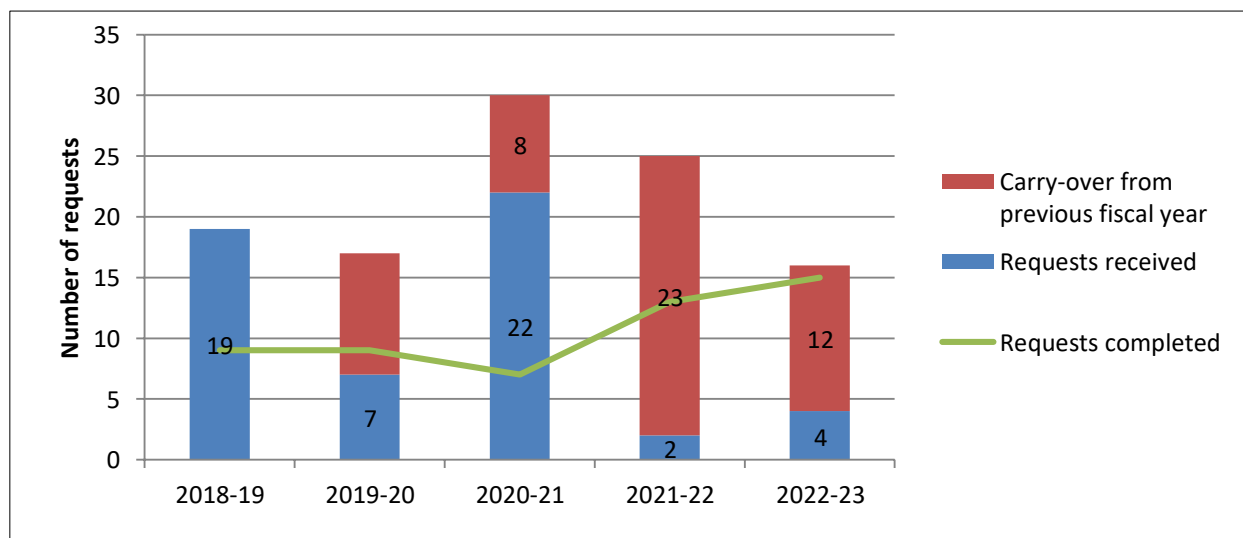
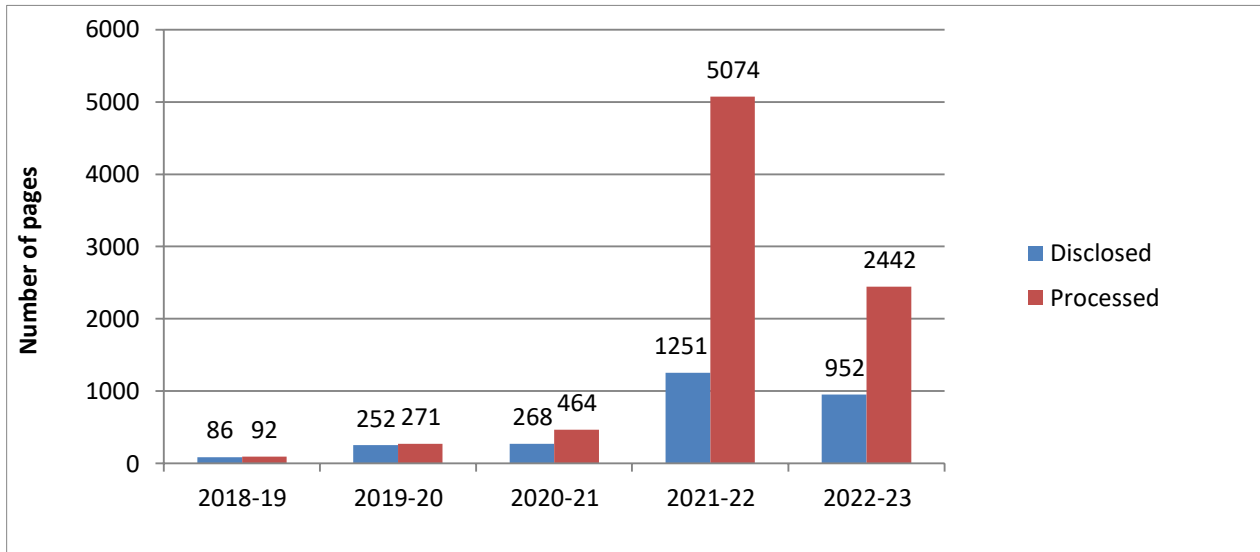


Figure 2 shows the number of pages NSERC processed and disclosed for 2018-19 to 2022-23.

Figure 2: Number of pages processed and pages disclosed, 2018-19 to 2022-23



5.3 Exemptions

For the privacy requests where the information was disclosed in part, NSERC invoked the following exemptions:

- section 19(1)(c), personal information obtained in confidence of a province (five applications)
- section 26, personal information about another individual (nine applications)
- section 27, solicitor-client privilege (one application)

5.4 Extensions

Reasons for extensions

The legislation sets timelines for responding to privacy requests and allows for extensions, up to a maximum of 30 calendar days, in any of the following cases:

- when complying with the timeline would interfere with operations as a result of:
 - a review being required to determine exemptions or exclusions
 - a large volume of pages requiring review
 - a large volume of requests
 - the documents being difficult to obtain.
- when a consultation is required

An extension of more than 30 calendar days would be allowed if additional time is necessary, in any of the following cases:

- for translation purposes
- for purposes of converting the personal information into an alternative format

In 2022-23, NSERC invoked extensions for 11 completed privacy requests or 73% of all requests completed.

Of the 11 requests that were extended, 10 (91%) were extended because complying with the original 30-day time limit would have unreasonably interfered with operations, in accordance with paragraph 15(a)(i) of the *Act*.

Of the 10 requests extended in accordance with paragraph 15(a)(i):

- one involved a large number of pages
- nine were a result of a large volume of requests

The remaining request was extended for the purpose of conducting internal consultations in accordance with paragraph 15(a)(ii).

No extensions were invoked in 2022-23 for the purposes of translating materials.

5.5 Completion Times

Of the 15 privacy requests completed; five requests were completed within the legislated timeframe. One of those five requests was extended by 30 calendar days. The 10 other requests were completed outside legislated timelines. These 10 requests were extended by 30 calendar days and completed more than 365 days after the legislated timelines.

Here is the breakdown of number of completed requests, broken down by completion times: three completed within 1 to 15 days, one completed within 16 to 30 days, one completed within 31 to 60 days, 10 completed within more than 365 days.

The percentage of requests closed within legislated timelines is 33% (5 out of 15 cases).

5.6 Consultations from other Government Institutions and Organizations

NSERC received one consultation request from another government institution in 2022-23. The completion time was within 16 to 30 days and two pages were processed. This volume of privacy consultation requests is consistent with previous years. There were no consultation requests from other government institutions received in 2021-22 that were carried forward to 2022-23.

5.7 Impact of COVID-19-related Measures

In response to the public health measures implemented to minimize the effects of the COVID-19 pandemic, NSERC primarily operated remotely since 2021-22. From April 1, 2022, to March 31, 2023, NSERC's ATIP office was at full operational capacity.

6. Services and Related Activities

Throughout the year, the ATIP office provided advice and recommendations to NSERC employees by reviewing various documents such as answers to Parliamentary Questions, Privacy Protocols, Privacy Attestations, Memoranda of Understanding, audits, evaluations, and security reports. The ATIP office provided training on an as needed basis on the provisions of the *Privacy Act* and its implications on NSERC programs and initiatives. The ATIP office distributed a weekly status report on privacy requests to NSERC senior management.

6.1 Info Source, Publicly Accessible Information, and Inquiry Points

Info Source: Sources of Federal Government and Employee Information provides information about the functions, programs, activities and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*. It provides individuals and employees of the government (current and former) with relevant information to access personal information about them held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*.

NSERC's funding policies, program descriptions, organizational structure and contact information can be found on its website. In accordance with the federal government's policy on proactive disclosure, evaluation and audit reports are also posted on NSERC's website. The NSERC website's *ATIP page* provides background information on the *Privacy Act* and useful information about services provided.

NSERC also proactively discloses information on the federal government's Open Government website, such as: ATIP monthly summaries, information on awarded grants, contracts as well as travel, hospitality, and conference expenses.

6.2 Informal Practices and Proactive Disclosure

NSERC encourages informal practices of providing information requested outside the ATIP process, provided that the information released is clearly only that of the requester.

In addition, NSERC proactively discloses peer review feedback to grant and award applicants. In 2022-23, NSERC proactively disclosed 13,771 redacted reports and reference letters from volunteer external reviewers for all funding opportunities that collect external reports, which pertains to 5,992 grant and award applications. These reports provide an assessment of the research proposal from subject-matter experts, funding recommendations about the application, and feedback to applicants on their proposals in relation to the program criteria. They are redacted in the spirit of the *Privacy Act* by NSERC program staff who have received training by the ATIP office.

6.3 Policies, Guidelines, and Procedures

Personal information collected and used by federal institutions is governed by the *Privacy Act* and related regulations, as well as a suite of policy from TBS. NSERC must comply with all these policies, directives and guidelines, and the NSERC President is accountable for compliance. This compliance framework is complex and often very demanding for small agencies. It is also evolving and being updated to reflect the reality of current day privacy concerns in our digital world.

In response to TBS' *Policy on Privacy Protection* requiring that government institutions have a privacy protocol in place to establish rules and guidelines for employees who use personal information, NSERC and the Social Sciences and Humanities Research Council of Canada (SSHRC) jointly developed a Privacy Management Framework (PMF) and a Privacy Protocol as part of their larger commitment to developing a stronger culture of privacy protection and compliance. Privacy protocols are especially important for NSERC to implement due to the increased collection of self-identification information. The PMF and Privacy Protocol were finalized in 2021-22 and implemented across NSERC and SSHRC in the fall of 2022.

NSERC has not received authority for any new collection(s) or new consistent use(s) of Social Insurance Numbers during the 2022-23 reporting period.

6.4 Training and Awareness

In 2022-23, the ATIP office continued to provide regular advice and guidance to NSERC employees while also expanding the outreach activities and formal training sessions offered to them. All NSERC staff requiring direct access to Equity, Diversity and Inclusion (EDI) data are required to complete training on handling sensitive personal information. A total of 75 NSERC employees participated in six (6) *EDI Data and Privacy Protection* training sessions this reporting period. Redaction training was also delivered to approximately 20 NSERC program employees. In addition to the regular support and training that the ATIP office provided to NSERC employees, new privacy training material related to "privacy requirements in our day-to-day operations" was implemented to address gaps in the handling of sensitive information in the existing *Security Awareness* training.

Employees are reminded to complete the mandatory privacy training throughout the year through various means, e.g., new employee onboarding, HR training calendar, employee performance review.

NSERC is following the lead of TBS in modernizing its ATIP practices, and in providing employees with the tools/resources to think about privacy protection at the outset of a project or initiative. TBS has recently published the [Digital Privacy Playbook on Canada.ca](#), which is also posted on NSERC's ATIP intranet page.

In this year's reporting period, the total salary, goods, and professional services cost for the Privacy program was \$195,344. This figure represents a decrease of 9.37%

compared to \$215,542 in 2021-22 and is higher than the \$182,356 costs for 2020-21. This cost does not include the processing of the proactive disclosures to applicants described in 6.2, above.

6.5 Challenges

In 2022-23, NSERC started the year with a carry-over of 12 files from previous fiscal years. Four new privacy requests were received during the reporting period. Sustained focus on closing older requests had an impact on the overall compliance rate in 2022-23. These efforts, however, have resulted in a significant reduction in the number of requests that have been carried forward, and in resolving the backlog. This required the ATIP office to establish operational priorities and to claim appropriate extensions of time.

NSERC remained committed to assist requesters in refining their request and was able to eliminate the backlog. One file which is within legislated timeline was carried forward into the 2023-24 fiscal year.

The Privacy human resources utilized for this reporting period were estimated at 2.100 FTE, which is 4.76% less than 2.205 FTE reported for the 2021-22 fiscal year.

NSERC's ATIP & Governance Manager position, the one ATIP Analyst position and the two ATIP & Secretariat positions are filled on a permanent basis. These positions remained filled and uninterrupted throughout the current reporting period. NSERC has made a commitment to build its internal ATIP unit and expertise to increase stability and improve ATIP service delivery.

Since early 2023, NSERC has adjusted to a new hybrid work model.

OFFICIAL DOCUMENT

**NATURAL SCIENCES AND
ENGINEERING RESEARCH COUNCIL OF
CANADA**

DELEGATION OF AUTHORITY

**ACCESS TO INFORMATION ACT AND
PRIVACY ACT**

I, the President of the Natural Sciences and Engineering Research Council of Canada, pursuant to Section 95(1) of the *Access to Information Act* and section 73(1) of the *Privacy Act*, hereby authorize employees of the Natural Sciences and Engineering Research Council of Canada, whose positions are set out in the attached Schedule, to carry out those of my powers, duties or functions under the Acts that are set in the Schedule in relation to those positions.

Dated at Ottawa

This 15 day of August, 2022

DOCUMENT OFFICIEL

**CONSEIL DE RECHERCHES EN
SCIENCES NATURELLES ET EN
GÉNIE DU CANADA**

DÉLÉGATION DE POUVOIRS

**LOI SUR L'ACCÈS À
L'INFORMATION ET LOI SUR LA
PROTECTION DES
RENSEIGNEMENTS
PERSONNELS**

En ma qualité de président du Conseil de recherches en sciences naturelles et en génie du Canada et conformément à l'article 95(1) de la *Loi sur l'accès à l'information* et à l'article 73(1) de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente les employés du Conseil de recherches en sciences naturelles et en génie du Canada dont les postes sont indiqués dans l'annexe ci-jointe à exécuter ces attributions en vertu des lois précisées dans l'annexe visant ces postes.

Fait à Ottawa

Ce 15 jour de août, 2022



Alejandro Adem
(President/Président)

Natural Sciences and Engineering Research Council of Canada/
Conseil de recherche en sciences naturelles et génie du Canada

Delegation		Position Title			
		President	VP-SCPA	ED-GRC	Manager ATIP & Governance
Description	Section	1	2	3	4
Access to Information Act					
Responsibility of government institutions	4(2.1)	yes	yes	yes	yes
Notice where access granted	7	yes	yes	yes	yes
Transfer of request	8(1)	yes	yes	yes	yes
Extension of time limits	9(1)	yes	yes	yes	yes
Notice of extension to Commissioner	9(2)	yes	yes	yes	yes
Payment of additional fees	11(2)	yes	yes	yes	yes
Payment of fees for EDP record	11(3)	yes	yes	yes	yes
Deposit	11(4)	yes	yes	yes	yes
Notice of fee payment	11(5)	yes	yes	yes	yes
Waiver or refund of fees	11(6)	yes	yes	yes	yes
Translation	12(2)(b)	yes	yes	yes	yes
Conversion to alternate format	12(3)(b)	yes	yes	yes	yes
Information obtained in confidence	13	yes	yes	yes	no
Refuse access – federal-provincial affairs	14	yes	yes	yes	no
Refuse access – international affairs, defense	15(1)	yes	yes	yes	no
Refuse access – law enforcement and investigation	16(1)	yes	yes	yes	no
Refuse access –	16(2)	yes	yes	yes	no

Delegation		Position Title			
		President	VP-SCPA	ED-GRC	Manager ATIP & Governance
Description	Section	1	2	3	4
security information					
Refuse access – policing services for provinces or municipalities	16(3)	yes	yes	yes	no
Refuse access – <i>Public Service Disclosure Protection Act</i>	16.5	yes	yes	yes	no
Refuse access – safety of individuals	17	yes	yes	yes	no
Refuse access – economic interests of Canada	18	yes	yes	yes	no
Refuse access – another person’s information	19(1)	yes	yes	yes	yes
Disclose personal information	19(2)	yes	yes	yes	yes
Refuse access – third party information	20(1)	yes	yes	yes	yes
Disclose testing methods	20(2) & (3)	yes	yes	yes	yes
Disclose third party information	20(5)	yes	yes	yes	yes
Disclose in public interest	20(6)	yes	yes	yes	no
Refuse access – advice, etc.	21	yes	yes	yes	no
Refuse access – tests and audits	22	yes	yes	yes	yes
Refuse access – internal audits	22.1	yes	yes	yes	no
Refuse access – solicitor-client	23	yes	yes	yes	yes

Delegation		Position Title			
		President	VP-SCPA	ED-GRC	Manager ATIP & Governance
Description	Section	1	2	3	4
privilege					
Refuse access – prohibited information	24(1)	yes	yes	yes	yes
Disclose severed information	25	yes	yes	yes	yes
Refuse access – information to be published	26	yes	yes	yes	yes
Notice to third parties	27(1)	yes	yes	yes	yes
Extension of time limit	27(4)	yes	yes	yes	yes
Notice of third party disclosure	28(1)	yes	yes	yes	yes
Representation to be made in writing	28(2)	yes	yes	yes	yes
Disclosure of record	28(4)	yes	yes	yes	yes
Notice to third party	33	yes	yes	yes	yes
Right to make representations	35(2)	yes	yes	yes	yes
Access given to complainant	37(4)	yes	yes	yes	yes
Notice to third party of court action	43(1)	yes	yes	yes	yes
Notice to person who requested record	44(2)	yes	yes	yes	yes
Special rules for hearings	52(2)(b)	yes	yes	yes	yes
Ex parte representations	52(3)	yes	yes	yes	yes
Annual report –	94	yes	yes	yes	no

Delegation		Position Title			
		President	VP-SCPA	ED-GRC	Manager ATIP & Governance
Description	Section	1	2	3	4
government institutions					
<i>Access to Information Regulations</i>					
Search and preparation fees	7(2)	yes	yes	yes	yes
Production and programming fees	7(3)	yes	yes	yes	yes
Providing access to record(s)	8	yes	yes	yes	yes
Limitations in respect of format	8.1	yes	yes	yes	yes

Delegation		Position Title			
		President	VP-SCPA	ED-GRC & Secretary to Council	Manager ATIP & Governance
Descriptions	Section	1	2	3	4
Privacy Act					
Disclosure for research and statistics	8(2)(j)	yes	yes	yes	no
Disclosure in public interest clearly outweighs any invasion of privacy	8(2)(m)(i)	yes	yes	yes	no
Disclosure in public interest, benefit of individual	8(2)(m)(ii)	yes	yes	yes	no
Record of disclosure for investigations	8(4)	yes	yes	yes	no
Notify Privacy Commissioner of 8(2)(m)	8(5)	yes	yes	yes	no
Record of consistent uses	9(1)	yes	yes	yes	no
Notify Privacy Commissioner of consistent uses	9(4)	yes	yes	yes	no
Personal information in banks	10(1)	yes	yes	yes	yes
Notice where access is granted	14	yes	yes	yes	yes
Extension of time limits	15	yes	yes	yes	yes
Decision regarding translation	17(2)(b)	yes	yes	yes	yes
Conversion to alternate format	17(3)(b)	yes	yes	yes	yes
Refuse access – exempt bank	18(2)	yes	yes	yes	yes
Refuse access – confidential information	19(1)	yes	yes	yes	no

Delegation		Position Title			
		President	VP-SCPA	ED-GRC & Secretary to Council	Manager ATIP & Governance
Descriptions	Section	1	2	3	4
Disclose confidential information	19(2)	yes	yes	yes	no
Refuse access – federal-provincial affairs	20	yes	yes	yes	no
Refuse access – international affairs, defence	21	yes	yes	yes	no
Refuse access – law enforcement and investigation	22	yes	yes	yes	no
Refuse access – <i>Public Service Disclosure Protection Act</i>	22.3	yes	yes	yes	no
Refuse access – security clearance	23	yes	yes	yes	yes
Refuse access – person under sentence	24	yes	yes	yes	yes
Refuse access – safety of individuals	25	yes	yes	yes	no
Refuse access – another person’s information	26	yes	yes	yes	yes
Refuse access – solicitor-client privilege	27	yes	yes	yes	yes
Refuse access – medical record	28	yes	yes	yes	no
Receive notice of investigation	31	yes	yes	yes	yes
Representation to Privacy Commissioner	33(2)	yes	yes	yes	yes
Findings and recommendations of Privacy Commissioner	35(1)	yes	yes	yes	yes
Access given to complainant	35(4)	yes	yes	yes	yes
Report of findings and recommendations (exempt banks)	36(3)	yes	yes	yes	yes

Delegation		Position Title			
		President	VP-SCPA	ED-GRC & Secretary to Council	Manager ATIP & Governance
Descriptions	Section	1	2	3	4
Response to review of compliance	37(3)	yes	yes	yes	yes
Request of court hearing in the National Capital Region	51(2)(b)	yes	yes	yes	yes
Ex parte representation to court	51(3)	yes	yes	yes	yes
Annual report – government institutions	72(1)	yes	yes	yes	no
Privacy Regulations					
Reasonable facilities and time provided to examine personal information	9	yes	yes	yes	yes
Notification that correction to personal information has been made	11(2)	yes	yes	yes	yes
Notification that correction to personal information has been refused	11(4)	yes	yes	yes	yes
Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	13(1)	yes	yes	yes	no
Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	14	yes	yes	yes	no

Statistical Report on the Privacy Act

Name of institution: Natural Sciences and Engineering Research Council

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Requests Under the Privacy Act

1.1 Number of requests received

		Number of Requests
Received during reporting period		4
Outstanding from previous reporting periods		12
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	10	
Total		16
Closed during reporting period		15
Carried over to next reporting period		1
• Carried over within legislated timeline	1	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of Requests
Online	3
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
Total	4

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		3
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		3
Closed during reporting period		3
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	3
Mail	0
In person	0
Phone	0
Fax	0
Total	3

2.3 Completion time of informal requests

Completion Time								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		
2	0	1	0	0	0	0	3	

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
3	22	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							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	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	0	0	0	9	10
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	0	0	0	0	1	2
Request abandoned	3	0	0	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	3	1	1	0	0	0	10	15

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)	5	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	9
19(1)(f)	0	22.1	0	27	1
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	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
2442	952	13

3.5.2 Relevant pages processed by request disposition for paper and e-record 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	4	182	5	1368	1	892	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	3	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	7	182	5	1368	1	892	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	7	0	2	0	9
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	7	0	2	0	9

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	5
Percentage of requests closed within legislated timelines (%)	33.33333333

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
10	9	0	1	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	10	10
Total	0	10	10

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	6
Requests for correction accepted	0
Total	6

Section 6: Extensions

6.1 Reasons for extensions

Number of extensions taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	
11	0	1	9	0	0	0	1	0

6.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	1	9	0	0	0	1	0
31 days or greater								0
Total	0	1	9	0	0	0	1	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	1	2	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	1	2	0	0
Closed during the reporting period	1	2	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							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	
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	1	0	0	0	0	0	1
Total	0	1	0	0	0	0	0	1

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							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	
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	11	0	0	0
Central	0	0	0	0
Total	11	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	7
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Section 12: Resources Related to the Privacy Act**12.1 Allocated Costs**

Expenditures		Amount
Salaries		\$190,382
Overtime		\$0
Goods and Services		\$4,962
• Professional services contracts	\$0	
• Other	\$4,962	
Total		\$195,344

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	2.100
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	2.100

Note: Enter values to three decimal places.

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

Name of institution: Natural Sciences and Engineering Research Council

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

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.

	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.

	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	52	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	8	1	9
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	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	8	1	9

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the Access to Information Act

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	1

Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	2

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
Received in 2022-2023	1	0	1
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	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	1	0	1

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

4.2 Enter the number of open complaints with the Privacy 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	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	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*