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# 2019-2020 Annual Report on Privacy Act

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April 1, 2019 – March  
31, 2020

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Natural Sciences and  
Engineering Research Council  
of Canada

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## 1. Introduction

The *Privacy Act* (Revised Statutes of Canada, Chapter P-21, 1985) was proclaimed on July 1, 1983.

The *Privacy Act* provides Canadian citizens and permanent residents with the right of access to, and correction of, personal information about themselves that is under the control of a government institution. The Act also provides 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.

Section 72 of the *Privacy Act* requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of this Act within the institution during each financial year.

This report represents an overview of the activities of the Natural Sciences and Engineering Research Council of Canada (NSERC) for the reporting period of April 1, 2019 to March 31, 2020 (the current reporting period).

For more information:

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**Natural Sciences and Engineering Research Council of Canada**  
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## 2. About the NSERC

### 2.1 Mandate

NSERC was established on May 1, 1978, as a federal agency defined as a “separate employer” by the *Public Service Staff Relations Act*. It is funded directly by Parliament and submits reports to it through the Minister of Innovation, Science and Industry, with responsibility for promoting and assisting research in the natural sciences and engineering, other than the health sciences. NSERC is the primary federal agency investing in post-secondary research and training in these disciplines.

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.

## **2.2 Responsibilities**

NSERC helps make Canada a country of discoverers and innovators for the benefit of all Canadians. Over the last 10 years, NSERC has invested more than \$10 billion in basic research, projects involving partnerships between postsecondary institutions and industry, and the training of Canada's next generation of scientists and engineers.

NSERC's five strategic goals are to:

- Foster a science and engineering culture in Canada and make science and engineering mainstream.
- Launch the new generation, mobilize Canada's future brain trust and enable early-career scientists to launch independent research careers.
- Build a diversified and competitive research base and stimulate breakthrough research and research excellence.
- Strengthen the dynamic between discovery and innovation, and deepen interactions between colleges and universities, the private sector, governments and civil society.
- Go global, secure Canada's access to global scientific and engineering knowledge and expertise, and increase participation in international research endeavours.

## **3. Organizational structure and delegation of authority**

### **3.1 The Organizational Structure**

The Access to Information and Privacy (ATIP) Office resides in NSERC's Secretariat under the directorship of the Corporate Secretary.

A full-time ATIP Coordinator position reported to the Corporate Secretary and was assisted by an ATIP/Secretariat Officer who spent about half of his/her time on ATIP. The delegation of authority from the President included the Vice-President, Communications, Corporate and International Affairs; the Executive Director, Corporate Planning and Policy; the Corporate Secretary and the ATIP Coordinator.

Additional term employees, temporary help service contractors and students were used for additional resources, as required.

### **3.2 The ATIP Office**

The ATIP Office coordinates responses to requests submitted to NSERC under the *Privacy Act*. It also provides interpretation, advice, and recommendations to NSERC

staff on the implications of the *Privacy Act* on their activities, and delivers training, education and awareness sessions to staff. In 2019-2020, ATIP staff provided privacy advice and guidance to NSERC staff on a wide range of programs and activities. ATIP Office activities also include:

- Preparing annual statistics for the Treasury Board of Canada Secretariat (TBS) and an Annual Report to Parliament;
- Updating information on NSERC's web site regarding privacy issues;
- Providing advice and guidance to staff and senior management on privacy issues;
- Documenting and resolving privacy breaches;
- Coordinating updates to the *Info Source* publication;
- Managing the ATIP electronic management system;
- Reviewing departmental documents; and
- Participating in forums for the ATIP community, such as the TBS ATIP Community meetings and working groups.

### **3.3 Delegation order**

Under section 3 of the *Privacy Act*, the President of the NSERC is designated as the head of the government institution for purposes of the administration of said act.

Pursuant to section 73 of the *Privacy Act*, deputy heads may delegate any of their powers, duties or functions under the *Privacy Act* by signing an order authorizing one or more officers or employees of the institution, who are at the appropriate level, to exercise or perform said powers, duties or functions. This Delegation of Authority can be found in [Appendix A](#).

## **4. Interpretation of Statistical Report**

NSERC's 2019-2020 statistical report on the *Privacy Act* is provided in [Appendix B](#).

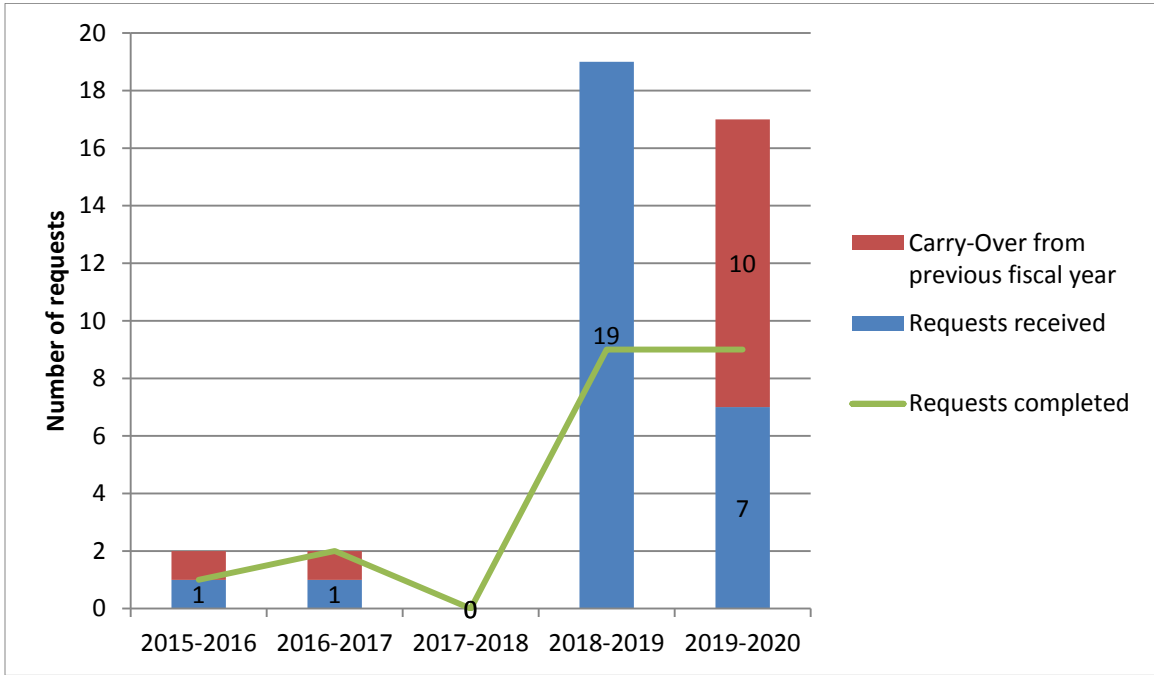
### **4.1 Requests under the Privacy Act**

From April 1, 2019 to March 31, 2020, NSERC received seven new privacy requests: five were closed during the reporting period and two carried over to 2020-2021. This amount was higher than three of the preceding four reporting periods (in 2018-2019 there were 19 requests).

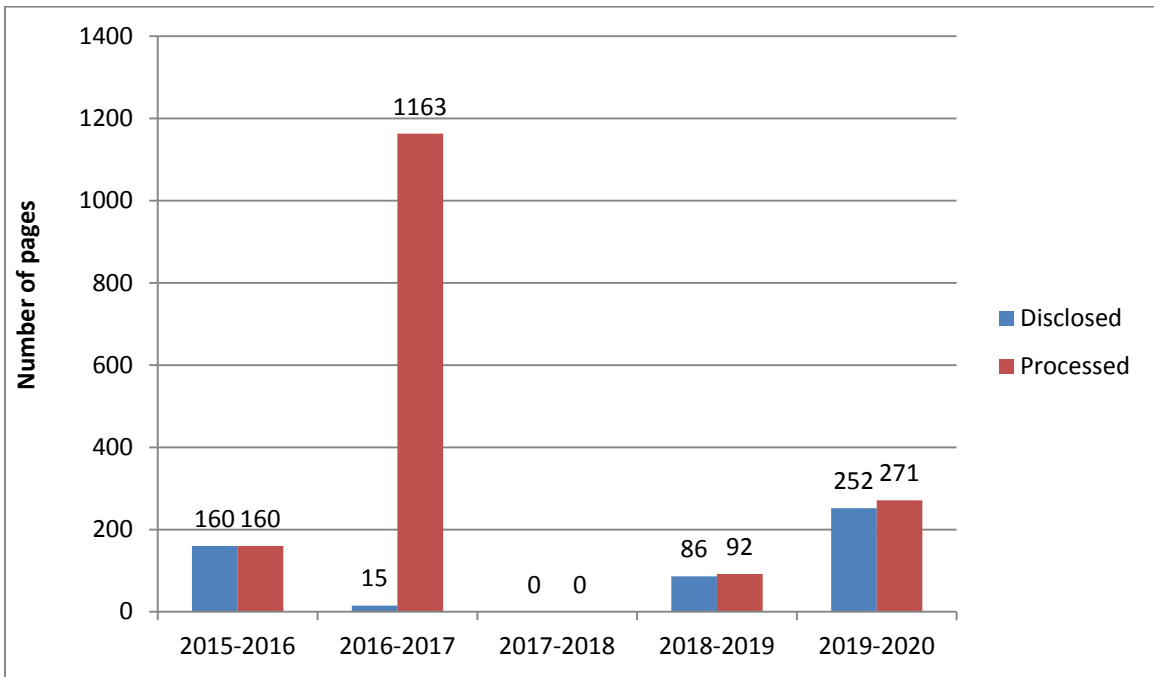
In addition, ten requests were carried forward from the 2018-2019 reporting period – nine of which were from the same individual. Four of these requests were closed during the 2019-2020 while six remain outstanding.

In total, NSERC processed 271 pages of which 252 were disclosed. NSERC closed the same number of requests as in 2018-2019 (nine both years), but the number of pages processed and disclosed tripled.

**Figure 1: Number of privacy requests carried-over, received, and completed 2015-2020**



**Figure 2: Number of pages processed and pages disclosed 2015-2020**



## **4.2 Disposition of Requests Completed**

Of the nine privacy requests NSERC completed, six were disclosed in part, two requests were abandoned and, in one case, no records existed.

## **4.3 Exemptions Invoked**

For the privacy requests where the information was disclosed in part, NSERC invoked five exemptions under section 26 (personal information about another individual).

## **4.4 Extension of Time Limits**

For the nine privacy requests completed, six 30-day extensions of time limits were taken past the initial 30 days. NSERC invoked six exemptions under 15(a)(i) meeting the original time limit would unreasonably interfere with the operations of the government institutions.

## **4.5 Completion Time**

For the nine privacy requests completed, five or 55% were completed on time (three within the first 30 days and two within the extension period). One request was not extended and was completed two days past the 30 day time limit. Three other requests were extended and completed 24, 26 and 43 days past the 60-day limit.

## **4.6 Consultations**

In 2019–2020, NSERC received one privacy consultation from another government institution. The request was closed within the fiscal year with three pages reviewed. Both the number of consultations received and the number of consultation pages reviewed by NSERC was down in 2019-2020 compared to the 2018-2019 when the agency received three consultation requests totaling 220 pages.

## **4.7 Impact of COVID-19**

From March 16, 2020 to March 31, 2020, NSERC experienced an unprecedented period of operational challenges brought about by the COVID-19 pandemic. During this period, neither did NSERC receive any new requests for personal information nor did NSERC close any pre-existing files.

NSERC's access to information and privacy team worked from home starting on March 17, 2020. Work on requests for personal information was disrupted by the transition to working remotely. Initially, NSERC access to information and privacy team members did not have remote access to specialized privacy request processing software, and other resources available in the head office. Even when full access to specialized ATIP software was available a few weeks later, the challenges of remote work added to the complexity of processing files.

Furthermore, NSERC has not had access to a fully operational mailroom since March 16, 2020. Neither has the ATIP unit been able to receive any requests for personal



information or consultations submitted by mail or courier, nor has the ATIP unit been able to send any material by mail or courier.

In response, NSERC provided access to information and privacy staff and contractors with remote access to email, specialized privacy request processing software and other electronic tools. The ATIP team met regularly by teleconference or video conference during this period. In addition, an auto-generated message was created for NSERC's access to information and privacy email inbox warning clients of possible delays processing requests due to the COVID-19 pandemic.

## **5. Monitoring and Related activities**

The ATIP Office distributed a weekly status report to senior management pertaining to all privacy requests (information is withheld to protect the identity of requestors).

ATIP Office used the software AccessPro Suite to monitor the time to process privacy requests, actions completed, and the level of effort and complexity of each privacy requests.

### **5.1 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 2019-2020, NSERC proactively disclosed thousands of redacted evaluation reports from volunteer external peer reviewers for over 16,000 grant and award applications to the 13,000 individuals who submitted proposals (individual can apply to more than one funding opportunity). These reports provide feedback to applicants on the assessment of their proposals in relation to the program criteria. They are redacted in the spirit of the *Privacy Act* by program staff who has received training by the ATIP staff.

### **5.2 Costs**

The total salary, goods and professional services cost associated with the Privacy program was \$109,649 (comparable to the 2018-19 cost of \$113,309). This cost does not include the processing of the proactive disclosure to applicants described in 5.1, above.

### **5.3 Training**

The ATIP Office continued its formal training and development activities in 2019-2020 and delivered one training session to program staff related to the *Privacy Act* and its impact on their activities related to the personal information of applicants and external

reviewers. 25 employees attended the training session regarding proactive disclosure to applicants and what information should be redacted from external reviewers' reports.

Furthermore, all staff requiring direct access to Equity, Diversity and Inclusion (EDI) data from applicants and peer reviewers were required to undertake training on handling this sensitive personal information. Six bi-agency [NSERC/Social Sciences and Humanities Research Council (SSHRC)] sessions were organized and a total of 63 NSERC employees participated in the EDI training.

## **5.4 Privacy Breach Response**

Twenty-seven potential privacy breaches were reported to NSERC access to information and privacy. Non-material privacy breaches and incidents were managed in accordance with the Privacy/Security Breach Protocol. The ATIP Office was involved in analyzing, containing, and resolving these breaches and incidents, in collaboration with the offices of primary interest (OPIs) and the Chief Security Officer.

NSERC was not required to report these privacy breaches to the Office of the Privacy Commissioner (OPC) due to the low risk and the type of information involved. Nonetheless, those affected by the breach were formally notified as appropriate. NSERC continuously strives to reduce the number of breaches by improving staff awareness and implementing the necessary controls in systems and processes.

## **5.5 Policies, Guidelines, Procedures and Initiatives**

NSERC did not implement or revise any policies, guidelines, procedures and initiatives with respect to the protection of personal information during the 2019-2020 reporting period.

## **5.6 Info Source, Publicly Accessible Information and Inquiry Points**

*Info Source* is a series of publications containing information on the Government of Canada and on the government's data collection activities. *Info Source* is intended to help the public access government information and to exercise their rights under the *Privacy Act* and the *ATI Act*. In 2019-2020, NSERC did not make any changes to its *Info Source* chapter.

NSERC's web site has an ATIP page that provides background information on the *Privacy Act*, how to make a request and who to contact. It provides links to other sources, including *Info Source*, annual reports, and summaries of completed ATI requests.

## **5.7 Privacy Impact Assessments**

For the current reporting period, NSERC did not complete any privacy impact assessments.

## **5.8 Disclosure under section 8(2)(m) of the *Privacy Act***

Paragraph 8(2)(m) of the *Privacy Act* concerns cases where, in the opinion of the head of the institution, 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.

During this reporting period, NSERC did not disclose any information under this section of the *Act*.

## **5.9 Corrections**

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.

Seven requests for corrections were carried over from 2018-2019 while six additional requests for record correction were received in 2019-2020. Twelve requests remain outstanding while one request was closed. These requests were all from one individual.

## **5.10 Human Resources**

The associated human resources specifically for the administration of the *Privacy Act* and related activities, for this reporting period, is estimated at 1.00 FTE, which is a 56% decrease over the 1.79 FTE reported for the last reporting period (April 1, 2018 to March 31, 2019). The 1.00 FTE consists of 0.55 full time employee, 0.13 part-time and casual employee and 0.32 consultants and agency personnel.

During the current reporting period, NSERC had continued difficulties ensuring adequate staff. While NSERC allocated the necessary financial resources, it was not able to find suitable candidates to staff the ATIP Coordinator on a permanent basis. NSERC created a new position, ATIP/Governance Manager, and began the staffing process to recruit internally during the current reporting period. The successful internal candidate will then be trained in ATIP.

# **6. Complaints and Audits**

## **6.1 Complaints**

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

NSERC carried over one privacy complaint from the 2018-2019 fiscal year and received an additional 10 privacy complaints in the new year – a record number. All of the complaints received in 2019-2020 were from the same individual. Out of the 11 complaints, five were closed as not well founded during the fiscal year and six remain outstanding at the end of reporting period. In all six cases, NSERC is awaiting a response from the Office of the Privacy Commissioner.

## **6.2 Audits**

No privacy audits were conducted during the reporting period.

## **6.3 Application/Appeals to the Federal Court or Federal Court of Appeal**

There were zero applications or appeals to the Federal Court or Federal Court of Appeal under the *Privacy Act* during the 2019–2020 reporting period.

## Appendix A — Delegation Instrument

# Appendix A

OFFICIAL DOCUMENT

DOCUMENT OFFICIEL

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

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

**DELEGATION OF AUTHORITY**

**DÉLÉGATION DE POUVOIRS**

**ACCESS TO INFORMATION ACT  
AND PRIVACY ACT**

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

I, the President of the Natural Sciences and Engineering Research Council of Canada, pursuant to Section 73 of the *Access to Information Act* and 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.

En ma qualité de président du Conseil de recherches en sciences naturelles et en génie du Canada et conformément à l'article 73 de la *Loi sur l'accès à l'information* et 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.

Dated at Ottawa

Fait à Ottawa

This 7<sup>th</sup> day of May, 2019

Ce \_\_\_\_ jour de \_\_\_\_\_



\_\_\_\_\_  
Dr. Digvir S. Jayas  
(Interim President/Président par intérim)

**Natural Sciences and Engineering Research Council of Canada**

Delegation		Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
<i>Privacy Act</i>						
Disclosure to investigative bodies	8(2)(e)	yes	yes	yes		
Disclosure for research and statistics	8(2)(j)	yes	yes	yes	yes	yes
Disclosure in public interest clearly outweighs any invasion of privacy	8(2)(m)(i)	yes	yes	yes		
Disclosure in public interest, benefit of individual	8(2)(m)(ii)	yes	yes	yes		
Record of disclosure for investigations	8(4)	yes	yes	yes	yes	yes
Notify Privacy Commissioner of 8(2)(m)	8(5)	yes	yes	yes	yes	yes*
Record of consistent uses	9(1)	yes	yes	yes	yes	yes
Notify Privacy Commissioner of consistent uses	9(4)	yes	yes	yes	yes	yes
Personal information in banks	10(1)	yes	yes	yes	yes	yes
Notice where access is granted	14	yes	yes	yes	yes	yes
Extension of time limits	15	yes	yes	yes	yes	yes
Notice where access is refused	16	yes	yes	yes	yes	yes
Decision regarding translation	17(2)(b)	yes	yes	yes	yes	yes*
Conversion to alternate format	17(3)(b)	yes	yes	yes	yes	yes*
Refuse access – exempt bank	18(2)	yes	yes	yes	yes	yes
Refuse access – confidential information	19(1)	yes	yes	yes	yes	yes*
Disclose confidential information	19(2)	yes	yes	yes	yes	yes

Delegation	Section	Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
Refuse access – federal-provincial affairs	20	yes	yes	yes	yes	yes*
Refuse access – international affairs, defence	21	yes	yes	yes	yes	yes*
Refuse access – law enforcement and investigation	22	yes	yes	yes	yes	yes*
Refuse access – security clearance	23	yes	yes	yes	yes	yes
Refuse access – person under sentence	24	yes	yes	yes	yes	yes
Refuse access – safety of individuals	25	yes	yes	yes	yes	yes*
Refuse access – another person's information	26	yes	yes	yes	yes	yes
Refuse access – solicitor-client privilege	27	yes	yes	yes	yes	yes
Refuse access – medical record	28	yes	yes	yes	yes	yes*
Receive notice of investigation	31	yes	yes	yes	yes	yes
Representation to Privacy Commissioner	33(2)	yes	yes	yes	yes	yes
Response to findings and recommendations of the Privacy Commissioner within a specified time	35(1)(b)	yes	yes	yes	yes	yes
Access given to complainant	35(4)	yes	yes	yes	yes	yes
Response to review of exempt banks	36(3)(b)	yes	yes	yes	yes	yes
Response to review of compliance	37(3)	yes	yes	yes	yes	yes
Request of court hearing in the National Capital Region	51(2)(b)	yes	yes	yes	yes	yes
Ex parte representation to court	51(3)	yes	yes	yes	yes	yes



Delegation	Section	Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
<b>Privacy Regulations</b>						
Reasonable facilities and time provided to examine personal information	9	yes	yes	yes	yes	yes
Notification that correction to personal information has been made	11(2)	yes	yes	yes	yes	yes
Notification that correction to personal information has been refused	11(4)	yes	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		
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		

\*Indicates that the Access to Information & Privacy Coordinator may sign under this provision with approval of the President or other senior designates.

Yes	Yes	Yes	Yes	Yes	35(1)(b)	Access given to complainant
Yes	Yes	Yes	Yes	Yes	35(4)	Response to review of exempt banks
Yes	Yes	Yes	Yes	Yes	36(3)(b)	Response to review of compliance
Yes	Yes	Yes	Yes	Yes	37(3)	Request of court hearing in the National Capital Region
Yes	Yes	Yes	Yes	Yes	51(2)(b)	Ex parte representation to court

**Appendix B — 2019-2020 Annual Privacy Act  
Statistical Report**

## Statistical Report on the *Privacy Act*

Name of institution: Natural Sciences and Engineering Research Council

Reporting period: 2019-04-01 to 2020-03-31

### Section 1: Requests Under the *Privacy Act*

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	7
Outstanding from previous reporting period	10
<b>Total</b>	<b>17</b>
Closed during reporting period	9
Carried over to next reporting period	8

### Section 2: Requests Closed During the Reporting Period

#### 2.1 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	1	2	3	0	0	0	6
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request abandoned	1	0	1	0	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>

TBS/SCT 350-63

Canada

#### 2.2 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)	0	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	5
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

#### 2.3 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

#### 2.4 Format of information released

Paper	Electronic	Other
1	5	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
271	252	8

### 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	6	252	0	0	0	0	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	2	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>8</b>	<b>252</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	1	0	1
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>

## 2.6 Closed requests

### 2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	5
Percentage of requests closed within legislated timelines (%)	55.6

## 2.7 Deemed refusals

### 2.7.1 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
4	4	0	0	0

### 2.7.2 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 Timelines Where an Extension Was Taken	Total
1 to 15 days	1	0	1
16 to 30 days	0	2	2
31 to 60 days	0	1	1
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
<b>Total</b>	1	3	4

## 2.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## Section 3: 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 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
<b>Total</b>	0

## Section 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

Number of requests where an extension was 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 Confidence Section (Section 70)	External	Internal	
6	6	0	0	0	0	0	0	0

## 5.2 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 Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	6	0	0	0	0	0	0	0
31 days or greater								0
<b>Total</b>	6	0	0	0	0	0	0	0

## Section 6: Consultations Received From Other Institutions and Organizations

### 6.1 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	3	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	1	3	0	0
Closed during the reporting period	1	3	0	0
Carried over to the next reporting period	0	0	0	0







**Section 8: Complaints and Investigations Notices Received**

Section 31	Section 33	Section 35	Court action	Total
10	0	5	0	15

**Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)****9.1 Privacy Impact Assessments**

Number of PIA(s) completed	0
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**9.2 Personal Information Banks**

Personal Information Banks	Active	Created	Terminated	Modified
	11	0	0	0

**Section 10: Material Privacy Breaches**

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

**Section 11: Resources Related to the *Privacy Act*****11.1 Costs**

Expenditures	Amount
Salaries	\$60,832
Overtime	\$0
Goods and Services	\$48,817
• Professional services contracts	\$48,556
• Other	\$261
<b>Total</b>	<b>\$109,649</b>