



CANADIAN
MUSEUM
OF HISTORY
-
MUSÉE
CANADIEN
DE L'HISTOIRE



CANADIAN
WAR
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DE LA GUERRE

Annual Report on the Administration of the *Privacy Act* 2022–2023

April 1, 2022 to March 31, 2023

Canada

**Annual Report on Administration of the *Privacy Act* —
2022–2023
Canadian Museum of History**

Introduction

The Canadian Museum of History (the “Museum” or the “corporation”) submits an Annual Report on its administration of the *Privacy Act* (the “Act”) to Parliament each year, which is tabled in the House of Commons in accordance with section 72 of the *Act*. This Report covers the 2022–2023 fiscal year, with a reporting period of April 1, 2022 to March 31, 2023.

The purpose of the *Act* is to protect the privacy of individuals with respect to personal information held about them by government institutions, and to provide individuals with the right of access to that information.

In accordance with Treasury Board of Canada Secretariat (TBS) requirements, this Report provides an overview of Museum activities in the administration of its responsibilities under the *Act*.

Mandate

The Canadian Museum of History is a federal Crown corporation responsible for two national museums: the Canadian Museum of History and the Canadian War Museum. The corporation is also responsible for administering Digital Museums Canada and presenting the Virtual Museum of New France. The corporation’s mandate is to enhance Canadians’ knowledge, understanding and appreciation of events, experiences, people and objects that reflect and have shaped Canada’s history and identity, while also enhancing their awareness of world history and cultures.

Access to Information and Privacy Office

The Access to Information and Privacy (ATIP) office at the Museum is the focal point for access to information and privacy matters, and is responsible for the corporation’s effective administration of the *Act*. The ATIP office is accountable for developing and implementing effective policies, guidelines, systems and procedures to ensure that the corporation fulfils its privacy-related obligations.

The ATIP Office consists of the Director, Evaluation, Audit and Regulatory Affairs and the ATIP and Integrity Officer. Two part-time consultants were retained during the reporting period — one to support the continuity of ATIP office operations and the other to develop privacy-related policy instruments.

The corporation is responsible for exercising powers, duties and functions under the *Act*. The corporation has not entered into any service agreements with another federal institution under section 73.1 of the *Act*.

Delegation Order

In accordance with section 73(1) of the *Act*, the President and Chief Executive Officer (CEO), as head of the Museum, has delegated the powers, duties and functions for the

administration of the *Act* to the Vice-President, Corporate Strategy and Government Affairs. The signed and dated Delegation Order is provided as Appendix A of this Report.

Highlights of the *Privacy Act* Statistical Report

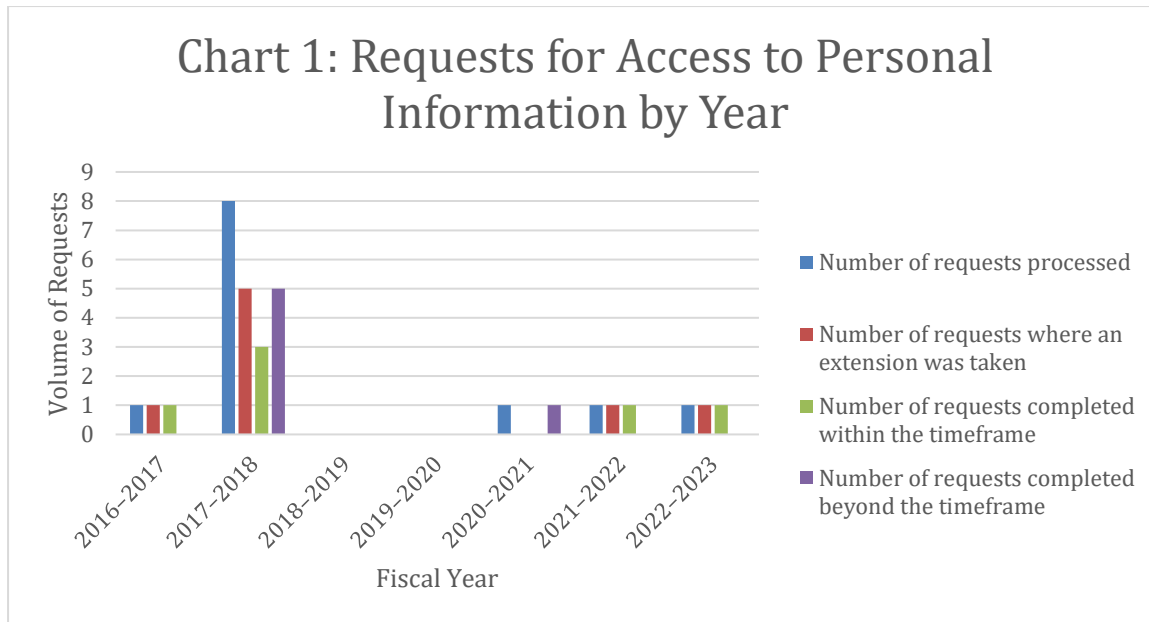
Throughout the pandemic, information and privacy staff at the Canadian Museum of History and the Canadian War Museum had limited on-site access for the processing of paper records. Beyond this restriction, staff at both Museums were not affected by COVID-19 in carrying out their responsibilities under the *Act*.

Table 1: Privacy Request Details

Privacy Request	Number of Days to Complete	Status	Number of Pages Disclosed	Number of Minutes of Audio Disclosed
P-2022-01	60	Disclosed in part	391 pages	1 minute 41 seconds

One request for access to personal information was received by the Museum during the reporting period. Further information about the request can be found in Table 1 above. The request was extended for 30 days under section 15(a)(i) of the *Act*. One hundred percent of requests were completed within legislated timelines given that the one request processed was completed before the 60-day time limit had elapsed.

One hundred percent of requests received in 2022–2023 were closed with a status of “disclosed in part.” The Museum did not carry over any requests from previous years and no requests were carried over to the 2023–2024 fiscal year. No consultations were received from other organizations. As noted in Chart 1 below, this trend is consistent with the low volumes experienced during previous reporting periods, with the exception of 2017–2018.



No requests for corrections to personal information were received during the reporting period.

Further information can be found in the Statistical Report on the *Privacy Act* and the Supplemental Access to Information and Privacy Statistical Form for the 2022–2023 fiscal year, provided as Appendix B and Appendix C of this Annual Report. In addition, you can learn more about the process of making a request for personal information by consulting the [Museum’s website](#).

Training and Awareness

No formal training sessions on the *Act* were held this fiscal year due to a realignment of priorities and resource challenges.

The ATIP office remains responsible for providing education and training activities. The ATIP office provides ongoing advice to employees to ensure fulfillment of the Museum’s privacy-related obligations.

Policies, Guidelines, Procedures and Initiatives

The Museum did not implement any new policies, guidelines, procedures or initiatives during the reporting period. However, the Museum did update its employee info sheet for processing requests for personal information to better reflect the *Act* and TBS guidance.

Initiatives and Projects to Improve Privacy

The Museum continues to streamline its process for an individual accessing personal information under the Museum’s control.

In July 2022, the Museum began accepting requests for personal information through the federal government’s [ATIP Online Request Service](#). This service offers interested individuals the

opportunity to submit requests for personal information and receive responses through a single automated system.

Complaints, Investigations and Audits

The *Act* provides a system of review to help ensure that government institutions comply with their obligations. Under this system of review, an individual has the right to file a complaint with the Privacy Commissioner of Canada concerning a government institution's privacy practices. The Commissioner will investigate the matter on behalf of the individual. After the complaint has been investigated, the Commissioner will issue a finding on the matter.

The Museum received no complaints during the reporting period, and no investigations were carried out. In addition, no audits regarding Museum obligations under the *Act* were undertaken during the reporting period.

Material Privacy Breaches

The TBS defines a material privacy breach as one that "could reasonably be expected to create a real risk of significant harm to an individual." The TBS requires government institutions to report material privacy breaches to both the TBS and the Privacy Commissioner of Canada.

There were no material privacy breaches during the reporting period and, accordingly, no reports were submitted to the TBS or the Privacy Commissioner of Canada.

Privacy Impact Assessments

A privacy impact assessment (PIA) is a tool used to determine whether privacy risks may be present in new or existing initiatives that involve the collecting of personal information for administrative purposes.

No new PIAs were completed by the Museum during the reporting period. However, the Museum did update its PIA for the Artifax event booking system to comply with TBS requirements.

The TBS requires government institutions to post summaries of their completed PIAs on their corporate websites. Fulfilment of this requirement is in progress by the Museum.

Public Interest Disclosures

At the discretion of the head of the institution, section 8(2)(m) of the *Act* permits the disclosure of personal information without consent if, upon careful examination, such disclosure is deemed to be in the public interest.

The Museum did not make any public interest disclosures under section 8(2)(m) of the *Act* during the reporting period.

Monitoring Compliance

The Museum monitors compliance with activities on the *Act* on an ongoing basis. Please see Table 2 for further details.

Table 2: *Privacy Act* Monitoring Activities

Activity	Canadian Museum of History Employee Responsible	Measures Taken	Frequency
Request for Personal Information Processing	Director, Evaluation, Audit and Regulatory Affairs	The ATIP and Integrity Officer provides weekly verbal and written status reports to the Director, Evaluation, Audit and Regulatory Affairs on ongoing requests for personal information.	Weekly
Request for Personal Information Processing	ATIP and Integrity Officer	The ATIP and Integrity Officer sends record retrieval emails to program areas who may have records. Should the program area not respond, the ATIP and Integrity Officer follows up.	As needed
Request for Personal Information Approval Process	Vice-President, Corporate Strategy and Government Affairs	The Director, Evaluation, Audit and Regulatory Affairs and Vice-President, Corporate Strategy and Government Affairs review and approve request for personal information release packages prior to release.	Ongoing
Request for Personal Information Approval Process	ATIP and Integrity Officer	The ATIP and Integrity Officer sets the timeframe for the approval process and tracks the progress of each individual file. Follow up with management is done as needed.	Ongoing
Inter-Institutional Consultation on Requests	Director, Evaluation, Audit and Regulatory Affairs	The ATIP and Integrity Officer and the Director, Evaluation, Audit and Regulatory Affairs discuss ongoing requests for personal information at a weekly bilateral meeting. The ATIP and Integrity Officer must justify to the Director, Evaluation, Audit and Regulatory Affairs why an inter-institutional consultation should be undertaken. Any inter-institutional consultations are recorded in the request for personal information tracking spreadsheet.	Weekly
Disclosure of Frequently Requested	Vice-President, Corporate Strategy and Government	The Director, Evaluation, Audit and Regulatory Affairs and the ATIP and Integrity Officer	As needed

Activity	Canadian Museum of History Employee Responsible	Measures Taken	Frequency
Personal Information by Alternative Means	Affairs	monitor formal and informal requests for personal information through a tracking spreadsheet. Frequently requested subjects are brought to the attention of the Vice-President, Corporate Strategy and Government Affairs who decides if the information should be made available proactively.	
Privacy Protections in Contracts, Agreements, and Arrangements	Vice-President, Corporate Strategy and Government Affairs; Manager, Contracting	<p>The Vice-President, Corporate Strategy and Government Affairs reviews all information sharing agreements and arrangements prior to being finalized. The Vice-President ensures that these instruments take personal information protection into account.</p> <p>The Manager, Contracting ensures that contracting language requiring confidentiality and protection of personal information is added to all contracts.</p>	As needed

APPENDIX A: DELEGATION ORDER



PRIVACY ACT

Delegation of Authority

In accordance with section 73 of the *Privacy Act*, I, Caroline Dromaguet, Interim President and Chief Executive Officer (the head) of the Canadian Museum of History (CMH) hereby delegate the powers, duties and functions covered by the under-listed sections and subsections of the *Act*, to the CMH's Vice-President, Corporate Strategy and Government Affairs:

Sections and subsections	Sections and subsections	Sections and subsections	Sections and subsections
8 (2) (j), (m)	17(3)(b)	24	35 (1), (4)
8 (4), (5)	18 (2)	25	36 (3)
9 (1), (4)	19 (1), (2)	26	37 (3)
10	20	27	51 (2) (b), (3)
14	21	28	72 (1)
15	22	31	9, 11 (2) and (4), (13) (1) and 14 of the <i>Privacy Regulations</i> .
17 (2) (b)	23	33 (2)	

Caroline Dromaguet
Interim President and Chief Executive Officer

Date: February 11, 2022

Heather Paszkowski
Vice-President, Corporate Strategy and
Government Affairs

Date: February 8, 2022

100, rue Laurier Street
Gatineau QC K1A 0M8
Canada
museedelhistoire.ca
historymuseum.ca

1, place Vimy Place
Ottawa ON K1A 0M8
Canada
museedelaguerra.ca
war museum.ca

Canada

APPENDIX B: STATISTICAL
REPORT ON THE *ACCESS TO
INFORMATION ACT*

Statistical Report on the *Privacy Act*

Name of institution: Canadian Museum of History and CWM

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		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		1
Closed during reporting period		1
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

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

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	
Total		1
Closed during reporting period		1
Carried over to next reporting period		0

2.2 Channels of informal requests

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

2.3 Completion time of informal 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
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		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
1	0	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	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	0	1	0	0	0	0	1

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)	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	1
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		

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	1	0	1	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
395	391	1

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	0	0	1	395	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	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	0	0	1	395	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	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
2	2	1

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	1	2	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	1	2	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	1
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
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
Total	0

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 Confidence Section (Section 70)	External	Internal	
1	0	1	0	0	0	0	0	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 Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	1	0	0	0	0	0	0
31 days or greater								0
Total	0	1	0	0	0	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
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

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

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

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	1

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	1	0	0	0
Central	44	0	0	0
Total	45	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	1
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$86,297
Overtime		\$0
Goods and Services		\$84,708
• Professional services contracts	\$82,192	
• Other	\$2,516	
Total		\$171,005

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.800
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.110
Students	0.000
Total	0.910

Note: Enter values to three decimal places.

APPENDIX C: SUPPLEMENTAL STATISTICAL REPORT



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

Name of institution: Canadian Museum of History and Canadian War Museum

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	30	22	52
Protected B Paper Records	0	30	22	52
Secret and Top Secret Paper Records	0	30	22	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	52	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	1	0	1
Received in 2021-2022	0	1	1
Received in 2020-2021	0	0	0
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	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	2	3

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	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	1
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	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
Received in 2022-2023	0	0	0
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	0	0	0

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?

Section 6: Universal Access under the Privacy Act

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

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*