



Report on the Administration of the *Privacy Act*

2019-2020 Annual Report



Royal Canadian Mint

Privacy Act

2019-2020 Annual Report to Parliament

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I. Introduction

The purpose of the *Privacy Act* (the *Act*) is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information. The *Act* also puts forward the provisions for the collection, use, disclosure and retention of personal information by government institutions. The protection and promotion of Canadians' privacy rights and the safeguarding of personal information is a priority for, and taken seriously by, the Royal Canadian Mint (the Mint).

As a federal Crown corporation, the Mint is subject to the *Act*. This Annual Report provides an account of the Mint's administration of the *Act* during the period of April 1, 2019 to March 31, 2020. The Annual Report is prepared and tabled in Parliament in accordance with section 72 of the *Act*.

A. Royal Canadian Mint

The Mint, originally a branch of Britain's Royal Mint, struck the Dominion's first domestically produced coin in 1908, and became a wholly Canadian institution in 1931. A fully commercial Crown corporation since 1969, the Mint operates for profit and its scope of activities extends throughout the world. It is classified as a Schedule III-II Corporation under the *Financial Administration Act*, the category reserved for organizations that conduct commercial operations and are self-sufficient. The Mint reports to Parliament through the Minister of Finance.

Subsection 3(2) of the *Royal Canadian Mint Act* establishes the mandate of the Mint "*to mint coins in anticipation of profit and to carry out other related activities.*" The Mint produces and arranges for the production and supply of coins of the currency of Canada. It also produces circulation and non-circulation coins for foreign countries, produces and markets bullion coins, operates gold and silver refineries as well as conducts coin-related manufacturing and commercial activities that generate profit.

The Mint markets its goods and services throughout Canada and in many countries around the world. Its continued success and vitality as a corporation depend upon its ability to respond quickly to market demands, and compete and position itself in international and domestic markets. As a self-financing commercial Crown corporation, the Mint operates like a business while serving a public policy purpose, which is the production and distribution of Canadian circulation coins.

B. RCMH-MRCF Inc.

As part of its business development initiative, the Mint set up a wholly-owned subsidiary, RCMH-MRCF Inc., which was incorporated under the *Canada Business Corporations Act* in June 2002. This

holding company was formed to help the Mint improve efficiency, manage the cost of products and increase profitability.

RCMH-MRCF Inc. is a holding company and does not employ staff but has nominated a President, a Corporate Secretary, and a Treasurer as the Corporation's Officers, all of whom are employees of the Mint. As a wholly-owned subsidiary, RCMH-MRCF Inc. is subject to the *Act*.

II. Organizational Structure

The Access to Information and Privacy (ATIP) Office is part of the Corporate Affairs Section within the Corporate and Legal Affairs Division of the Mint. The Director, Regulatory Affairs (Compliance), who is also the designated ATIP Coordinator, oversees the implementation of the *Act* and ensures compliance with the legislation within the Mint and its wholly-owned subsidiary, RCMH-MRCF Inc. During the reporting period, the Mint was not party to any service agreements under section 73.1 of the *Privacy Act*.

In addition to the Coordinator, the ATIP Office is composed of the ATIP Generalist and the Senior Program Manager, Privacy. Both the Director, Regulatory Affairs (Compliance) & ATIP Coordinator and the ATIP Generalist have duties pertaining to files other than ATIP and are therefore recorded as dedicating a certain proportion of their time on the administration of the *Act*. The Senior Program Manager, Privacy has responsibility for the day-to-day management of the Mint's Privacy Office and corporate privacy program. The incumbent fosters a culture of privacy by leading and supporting the horizontal coordination and integration of privacy requirements and best practices in organizational activities, initiatives and decisions, developing and promoting user-friendly tools and resources, and delivering employee training and building awareness. The incumbent also provides technical and professional advisory services on all aspects of privacy compliance and privacy-related queries and issues for the organization, including Privacy Impact Assessments (PIAs) and privacy breach management. Since the creation of this position two years ago, the profile of the privacy program at the Mint has been elevated via increased visibility and impact within the organization. During the reporting period, ATIP Office resources were also supplemented by the services of a senior consultant to assist with request processing and privacy policy and compliance matters.

III. Delegation Orders

The President and CEO of the Mint and the President of RCMH-MRCF Inc. have officially delegated the powers, duties and functions for the administration of the *Act* to certain positions per the organizations' respective Delegation Orders (see Attachments 1 and 2). The Delegation Orders pre-date Bill C-58 (June 19, 2019), the passage of which resulted in amendments to the *Act*. The Delegation Orders will be updated next reporting period to reflect these amendments, if needed, and in accordance with TBS guidance to be issued to the broader ATIP community at a later date.

IV. Performance 2019-2020

The Statistical Report in Attachment 3 presents data on the processing of formal requests for personal information under the *Act* closed by the Mint as well as other privacy policy and compliance activities in 2019-20. This section provides a narrative summary and interpretation of that data. Where possible, a trend analysis of the three previous years is provided. As detailed later in the report, there is no statistical information to report for RCMH-MRCF Inc. (Attachment 4). The Mint also processes informal privacy requests from employees and customers as requested and as appropriate.

The Government of Canada is coordinating a procurement process to ensure modern ATIP request processing software is available to all institutions subject to the *Act*. The Mint continues to monitor for TBS updates in this regard, in the event efficiencies could be gained through the provisioning of new request processing software. Further, in 2020, the Mint launched an information management project, which has the support of the ATIP Office and is anticipated to have beneficial impacts on ATIP request processing.

The following table presents an overview of the key data for the Mint (subsequent charts below provide more information).

Figure 1: Privacy Act - Overview of Key Data

| | 2019- 2020 | 2018- 2019 | 2017- 2018 | 2016- 2017 |
|---|---------------|---------------|---------------|---------------|
| Formal requests received under the <i>Privacy Act</i> | 3 | 7 | 11 | 114 |
| Requests outstanding from previous reporting period | 3 | 2 | 2 | 11 |
| Requests completed during the reporting period | 3 | 6 | 11 | 123 |
| Requests completed within 30 calendar days | 1 | 5 | 8 | 115 |
| Requests completed within 31-60 calendar days | 1 | 1 | 1 | 5 |
| Requests completed within 61 or more calendar days | 1 | 0 | 2 | 3 |
| Public interest disclosures | 0 | 0 | 0 | 0 |
| Complaints to the Office of the Privacy Commissioner | 0 | 2 | 0 | 0 |
| Material privacy breaches | 0 | 0 | 1 | 0 |

COVID-19 Impact: Like organizations across Canada, in March 2020, the Mint implemented exceptional COVID-19-related workplace measures to ensure the safety of its employees and the public. These measures impacted the processing of requests in progress, as well as requests received in the subsequent reporting period.

The Mint continues to process requests to the extent reasonable, leveraging new ways of working and different technology, to sustain ATIP business continuity. The ATIP Office is documenting its

efforts to overcome workplace limitations, and communicates with requesters to ensure transparency in regard to request processing limitations, as needed.

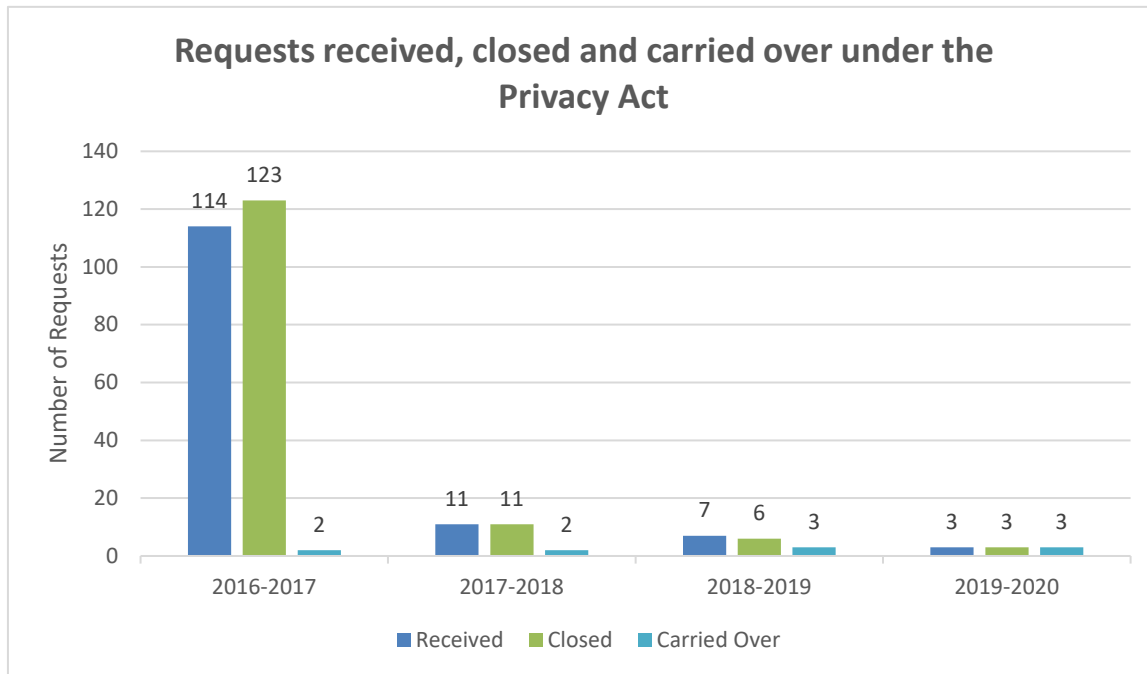
A. *Royal Canadian Mint*

During the 2019-20 reporting period, the Mint processed 6 requests, of which 3 were new requests and 3 were carried over from the previous reporting period. Of these 6 requests, 3 were closed and 3 were carried over to the 2020-21 reporting period. One request was closed past the statutory deadline in this reporting period; however, because only 3 total were closed, this one late request results in 66% of requests responded to within legislated timelines. This is still a notable achievement due to the hard work of, and diligent monitoring of timelines by, ATIP office staff who handle multiple priorities and significant workload without case management software. In the previous three reporting periods, the comparable data (requests closed past the deadline) is as follows: 0 in 2018-19; 2 (18%) in 2017-18; and 7 (6%) in 2016-17.

Three formal requests for personal information under the *Act* in the reporting period represents a downward trend in requests received: 57% lower than the previous year and a 73% decrease over two years (between 2017-18 and 2019-20). The significantly higher number of requests received in 2016-17 (114) compared to subsequent years was the result of customer requests for their purchase order history being treated and processed as formal requests under the *Act*. The process was changed in the latter half of the 2016-17 reporting period such that these requests are now handled on an informal basis by the Mint's Customer Solutions Centre. As a result and as intended, formal request numbers were significantly reduced starting in 2017-18 (in which 11 new requests were received). This procedural change continues to alleviate some of the request-processing burden on the ATIP office and reduce administrative wait times for customers seeking access to copies of their order histories.

Of the 3 requests outstanding from the previous reporting period, 1 was closed and 2 remained open at the end of the current reporting period. The latter requests are voluminous and complex in nature requiring diligent review and extensive internal consultations. The ATIP office has devoted a significant amount of resources to making progress on these requests, and interim release packages totaling 834 pages were provided to the requesters during the reporting period.

Figure 2: Requests received, closed and carried over



Disposition of Closed Requests

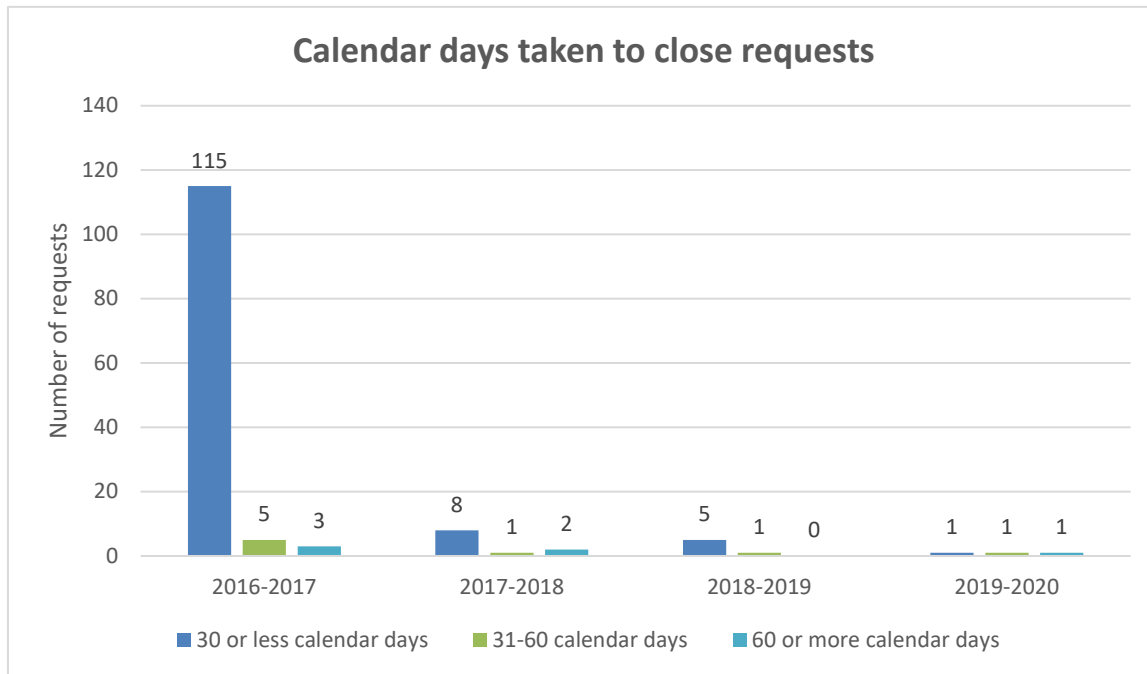
Of the 3 requests closed during this reporting period, 1 was fully disclosed and 2 were disclosed in part.

Exemptions Used

The Mint invoked section 26 in 3 requests (personal information about another individual) and section 27 (solicitor-client privilege) in 2 requests under the *Act*. These are year over year the most used exemptions with the former being the most frequently cited.

Completion Time and Extensions

Of the 3 requests that were closed during the reporting year, 1 was closed within the original 30-day statutory limit. Of the 2 remaining requests, both incurred a 30-day extension due to interference with operations. Of these 2 requests, 1 was closed within the extended deadline and the other was completed beyond the statutory deadline (after 61 days) due to ATIP office workload.

Figure 3: Calendar days taken to close requests

Size and Complexity

For requests closed in the reporting period, the Mint processed 637 pages of which 612 were disclosed. In comparison, the Mint processed 725 pages in 2018-19 and disclosed 670. This change represents a 14% decrease in pages processed for the current reporting period. It should be noted that the number of pages processed does not include the number of pages that were examined to determine relevancy and identify duplicates, or interim releases of records processed for active requests (834 pages).

Correction of Personal Information

No request for correction of personal information was received during the current and previous three reporting periods.

Consultations from Other Institutions

No consultation from another government institution or organization was received during the current and previous three reporting periods.

Consultations on Cabinet Confidences

The Mint did not need to consult with the Privy Council Office on Section 70 of the *Act* during the current and previous three reporting periods.

B. RCMH-MRCF Inc.

The Mint's subsidiary RCMH-MRCF Inc. did not receive a request in 2019-20 or in the previous three reporting periods. No request for consultation was received from another government institution or organization in the current or previous three reporting periods.

C. Resources Related to the Privacy Act

The cost of administering the Mint's program for this reporting period was estimated at \$218,275, which includes both salaries and professional services contracts as well as employee training and travel. It should be noted that these costs do not include the resources required by other areas of the Mint to search and provide disclosure recommendations for responsive records.

In addition to salaries, contract costs in the amount of \$58,398 were incurred, which continues to trend upward year over year (up 11% from the previous reporting period). This sustained increase in expenditure is accounted for by the necessity of maintaining on staff a part-time senior privacy consultant to assist with privacy operations (personal information request processing) and policy compliance initiatives and activities, including privacy program management framework development and corporate policy and directive writing. Other costs were incurred for ATIP Office employees to attend privacy-related training and deliver privacy training to the Mint's staff in Winnipeg.

In terms of resources, the number of person years dedicated to privacy activities was 2.20, which is higher than the number of the previous reporting periods (2.05 in 2018-19 and 1.23 in 2017-18). This upward trend represents the growth of the Mint's corporate privacy program and increased dedicated resources in privacy in response to need and demand for privacy expertise and compliance across the organization.

V. Training and Awareness

In this reporting period, the Senior Program Manager, Privacy delivered three formal training and education sessions pertaining to the *Act* and personal information, employee roles and responsibilities and privacy breaches. One session was dedicated to these issues from an HR perspective and 12 HR staff attended; and a second was delivered to the Ottawa Operations Packaging and Shipping team with a group of 18 attendees. The third session was delivered in-

person over two days (13 attendees day 1, 17 attendees day 2) to management at the Mint's Winnipeg offices. Training on privacy matters also occurs throughout the year in areas such as Procurement, Occupational Health & Safety, Marketing and Communications via meetings and informal briefings with employees working on projects and initiatives that have privacy compliance components.

In May of 2019, the Mint invited the Office of the Privacy Commissioner's Government Advisory group to present a learning session on PIAs. Approximately 18 staff from across the organization participated and took away important information about the purpose and process of PIAs and the role of the OPC in supporting these risk assessment activities. In October of 2019, the Mint held its annual Cyber Security and Privacy Days campaign at both its Winnipeg and Ottawa locations as part of Cyber Security Awareness month. The interactive activities and the resources provided as part of this event engaged staff about how to stay cyber safe at work and at home and how to protect personal information from both an employee and an organizational perspective. Employees were encouraged to "be a cyber hero" with a "think before you click" motto and to "be a privacy pro" with a "privacy by design, not by chance" motto. The event was very successful and reached a large number of staff. On January 28, 2020, Data Privacy Day was also recognized and promoted with an all-staff message delivered in the Mint's weekly internal e-newsletter.

VI. Policies, Guidelines, Procedures and Initiatives

1. Corporate privacy management framework: The Privacy Office completed a policy gap assessment of the corporate Privacy Program in 2018. In response, a fully updated Privacy Policy was drafted and approved by the Board of Directors in November 2019. The updated Policy incorporates privacy best practices, principles and standards and is aligned and consistent with other related Mint policies. It was written with careful consideration of Mint's need to balance its commercial objectives against the legal and policy requirements for privacy protection and was the subject of extensive consultation undertaken with senior leadership and key internal stakeholders. Relatedly, the Mint's existing Privacy Breach Policy was rescinded at the time of Policy approval and subsequently replaced with a new Privacy Breach Directive. The Directive is a user-friendly tool with clear action items and defined roles and responsibilities for breach scenarios. Both the Policy and the Directive became effective as of February 1, 2020. Together, both documents establish the framework necessary for effective governance, risk mitigation, and related decision-making to achieve a robust approach to privacy protection and compliance in support of the Mint's corporate privacy program.

2. Privacy Office subject matter expertise: Over the course of the reporting period, the Privacy Office engaged with numerous internal stakeholders to provide privacy compliance and best practice advice and guidance. The most common items for which privacy input was solicited were notice statements for surveys and contests, review and/or development of privacy clauses for contractual agreements and vendor terms of service reviews. Work was initiated with the Mint's Corporate

Health, Safety & Environment (CHSE) group to undertake a fulsome review of the occupational health & safety program from a privacy perspective and a synergetic and cooperative relationship between CHSE and the Privacy Office produced important developments for privacy protection on several key initiatives. Another corporate-wide initiative in which the Privacy Office was engaged was with the Mint's implementation of a new ethics reporting and whistleblowing solution that provides a secure and confidential way for employees to raise concerns or report misconduct or wrongdoing. Lastly, new tools such as legal framework overviews, templates and checklists were jointly developed by Legal Services and the Privacy Office for the Mint's Marketing portfolio in support of their responsibility for contest creation, development and administration.

3. Info Source and Mint Website: The Mint maintains inventory description of its record groupings and personal information holdings, aligned with its business lines and related programs, known as Info Source. This web publication, available on mint.ca, assists individuals to exercise their rights under the *Act* by documenting both institution-specific and standard personal information banks. An updated 2019 Info Source chapter was published in the current reporting period, which included important revisions to the institution-specific PIB formerly titled "Order Fulfillment Processing"; newly titled "Retail Purchase & Order Fulfillment Processing". The Mint will continue to make changes and updates as required over the course of the next reporting period.

An important addition to the Mint's website over the course of the reporting period was the development of a dedicated contests privacy notice specifically for entrants to Mint-led contests. This is a supporting piece to the Mint's umbrella website privacy notice, which explains how the Mint may collect, use, retain, disclose, dispose of and safeguard personal information about website visitors. The new contest notice can be found at: <https://www.mint.ca/store/mint/about-the-mint/contests-privacy-notice-12200011>.

4. Global Privacy Laws: General Data Protection Regulation (GDPR) & California Consumer Privacy Act (CCPA): The Mint first undertook an initial assessment of the applicability of the European Union's GDPR to its business activities in early 2018. Over the course of the current reporting period, the Mint continued to implement a number of scaled compliance measures in relation to our website, participation at the annual World Money Fair in Germany, survey initiatives in Europe and distribution agreements. The Mint's monitoring of GDPR guidance, case law and other regulatory developments is ongoing. Any future Mint initiatives, programs or activities that may involve European Union data subjects will be reviewed for GDPR compliance as a condition of implementation. The Mint also undertook compliance assessment work with respect to the CCPA in this reporting period and will implement a first piece of this work in the next fiscal year.

5. Identity Validation for Personal Information Requests Standard Operating Procedure: A requirement per section 4.2.3 of the TBS Directive on Personal Information Requests and Correction of Personal Information is to establish procedures to validate the identity of a requester, the authority of an individual making a request on behalf of another individual and the requester's Canadian citizenship, status as a permanent resident or presence in Canada. During the reporting period, the Privacy Office established a Standard Operating Procedure (SOP) to authenticate

individuals in these respects making personal information requests. The SOP is aligned with the provisions as outlined in the ATIP online request service as appropriate and is formally effective at the start of the next reporting period (April 1, 2020).

6. ATIP Online Request Service (AORS): In November 2019, the Mint successfully onboarded to the AORS. The AORS is a Government of Canada centralized request system that allows the public to submit access to information and privacy requests online, pay applicable fees, and search for completed requests of interest.

VII. Key Issues and Actions Taken on Complaints or Audits

No complaints were received and no privacy-related audits occurred in the current reporting period. Two “Use & Disclosure” complaints were made against the Mint and submitted to the Office of the Privacy Commissioner (OPC) within the previous reporting period both of which were closed at the early resolution phase within a timely manner.

VIII. Monitoring Compliance

ATIP Office staff meets on a weekly basis for a fulsome discussion of all ATIP-related matters including request-processing time, action items, upcoming deadlines and ongoing monitoring. Informal discussions often occur daily. The ATIP Coordinator provides briefings to the VP, General Counsel and Corporate Secretary on a weekly basis, or as required. The President & CEO receives a monthly report from the ATIP Office, which provides an overview of, and status update for, all ATIP files. The President & CEO receives in-person briefings on an as needed basis.

IX. Material Privacy Breaches

No material privacy breach occurred in the current and previous reporting period (and therefore no need for reporting to the Office of the Privacy Commissioner and to Treasury Board of Canada Secretariat (TBS), Information and Privacy Policy Division).

X. Privacy Impact Assessments

In accordance with the TBS *Directive on Privacy Impact Assessment*, the Mint is required to conduct a PIA before proceeding with a new or substantially modified program or activity that involves personal information for administrative use(s). By identifying and assessing risks, PIAs ensure that the Mint’s programs and activities are compliant with privacy requirements in accordance with the *Act*, are aligned with best practices for privacy protection and are subject to the appropriate privacy

risk mitigation plans. The Mint's updated corporate privacy policy makes explicit reference to the PIA requirement and assigns responsibility for funding, initiating, completing and maintaining these risk assessments.

Two of the Mint's open PIA files from past years were closed in this reporting period. Following an internal administrative assessment, these two PIAs initiated several years ago were deemed to not necessitate formal completion and as such no related PIB and no website summary were required. Two other PIAs carried over from previous years remain open. One PIA on the Mint's Due Diligence Activities (including Know Your Customer requirements) initiated in the 2017-18 reporting period has been carried over through to the current period and is close to final report stage. A second PIA initiated in the current reporting period pertaining to the Mint's e-commerce transformation initiative remains in the scoping and design phase with further developments expected in the next reporting period.

XI. Public Interest Disclosures

No disclosure of personal information was made pursuant to paragraph 8(2)(m) of the *Act* for both the Mint and its subsidiary RCMH-MRCF Inc. during the current and previous three reporting periods.

Attachment 1

**DELEGATION ORDER,
RCM**

Privacy Act



Delegation Order – *Privacy Act and Privacy Regulations*

Arrêté de délégation en vertu de la *Loi sur la protection des renseignements personnels* et du *Règlement sur la protection des renseignements personnels*

The President and CEO of the Royal Canadian Mint, pursuant to section 73 of the *Privacy Act*^{*}, hereby designates the persons holding the positions set out below, or the persons occupying on an acting basis those positions, to exercise the powers and perform the duties and functions of the President and CEO as the head of the Royal Canadian Mint, under the provisions of the Act and related regulations set out in the schedule opposite each position. This document replaces and repeals all previous delegation orders.

En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*^{*}, le président de la Monnaie royale canadienne délègue aux titulaires des postes sous mentionnés, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions, les fonctions et les pouvoirs dont il est, en qualité de responsable de la Monnaie royale canadienne, investi par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

* S.C. 1980-81-82-83, c. 111, Sch. I "73"

* S.C. 1980-81-82-83, ch. III, ann. I « 73 »

| <i>Privacy Act</i> <i>Loi sur la protection des renseignements personnels</i> | | | | |
|--|---|--|---|---|
| Provision Disposition | Description | Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP | Senior Program Manager, Privacy Chef principale de programme, protection des renseignements personnels | ATIP Generalist Généraliste, AIPRP |
| 8(2)(j) | Disclosure for research or statistical purposes Communication pour des travaux de recherche ou de statistique | • | • | |
| 8(2)(m) | Disclosure in the public interest or in the interest of the individual Communication dans l'intérêt public ou de l'individu | • | • | |

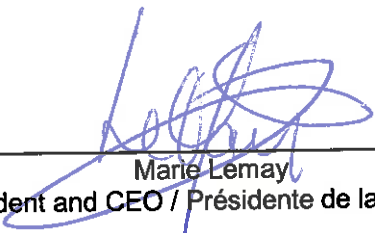
| | | | | |
|---|--|--|---|---|
| 8(4) | Copies of requests under paragraph 8(2)(e) Copies des demandes faites en vertu de l'alinéa 8(2)e) | • | • | |
| 8(5) | Notice of disclosure under paragraph 8(2)(m) Avis de communication en vertu de l'alinéa 8(2)m) | • | • | |
| 9(1) | Record of disclosures Relevé des cas d'usage | • | • | |
| 9(4) | Consistent uses Usages compatibles | • | • | |
| 10 | Personal information banks Fichiers de renseignements personnels | • | • | |
| 14(a) | Notice where access requested Notification de l'auteur de la demande | • | | • |
| 14(b) | Giving access to the record or part thereof Donner communication totale ou partielle du document | • | | • |
| 15 | Extension of time limits Prorogation du délai | • | | • |
| 17(2)(b) | Language of access Version de la communication | • | | • |
| 17(3)(b) | Access in an alternative format Communication sur support de substitution | • | | • |
| Exemption Provisions of the <i>Privacy Act</i> Dispositions d'exception de la <i>Loi sur la protection des renseignements personnels</i> | | | | |
| Provision Disposition | Description | Vice-President, Corporate and Legal Affairs; ATIP Coordinator | Senior Program Manager, Privacy Chef principale de programme, protection des renseignements personnels | ATIP Generalist Généraliste, AIPRP |
| 18(2) | Exempt banks Fichiers inconsultables | • | | |
| 19 | Personal information obtained in confidence Renseignements personnels obtenus à titre confidentiel | • | | |
| 20 | Federal-provincial affairs Affaires fédéro-provinciales | • | | |
| 21 | International affairs and defence Affaires internationales et défense | • | | |
| 22 | Law enforcement and investigations Application de la loi et enquêtes | • | | |

| | | | | |
|--|---|--|---|---|
| 22.3 | <i>Public Servants Disclosure Protection Act</i> <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i> | • | | |
| 23 | Security clearances Enquêtes de sécurité | • | | |
| 24 | Individuals sentenced for an offence Individus condamnés pour une infraction | • | | |
| 25 | Safety of individuals Sécurité des individus | • | | |
| 26 | Information about another individual Renseignements concernant un autre individu | • | | |
| 27 | Solicitor-client privilege Secret professionnel des avocats | • | | |
| 27.1 | Protected information — patents and trade-marks Renseignements protégés : brevets et marques de commerce | • | | |
| 28 | Medical records Dossiers médicaux | • | | |
| Other Provisions of the Privacy Act Autres dispositions de la Loi sur la protection des renseignements personnels | | | | |
| Provision Disposition | Description | Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP | Senior Program Manager, Privacy Chef principale de programme, protection des renseignements personnels | ATIP Generalist Généraliste, AIPRP |
| 33(2) | Right to make representations Droit de présenter des observations | • | • | |
| 35(1)(b) | Notice of actions to implement recommendations of Privacy Commissioner Avis des mesures pour la mise en œuvre des recommandations du Commissaire à la protection de la vie privée | • | • | |
| 35(4) | Access to be given to complainant Communication accordée au plaignant | • | | |
| 36(3)(b) | Notice of actions to implement recommendations of Privacy Commissioner concerning exempt banks Avis des mesures pour la mise en œuvre des recommandations du Commissaire à la protection de la vie privée au sujet des fichiers inconsultables | • | • | |
| 51(2)(b), 51(3) | Special rules for hearings Règles spéciales pour les auditions | • | | |
| 72 | Annual report to Parliament Rapport annuel au Parlement | • | | |

| Privacy Regulations Règlement sur la protection des renseignements personnels | | | | |
|--|--|---|--|--|
| Provision Disposition | Description | Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP | Senior Program Manager, Privacy Chef principale de programme, protection des renseignements personnels | ATIP Generalist Généraliste, AIPRP |
| 7 | Retention of personal information requested under paragraph 8(2)(e) Conservation des renseignements personnels demandés en vertu de l'alinéa 8(2)e | • | • | |
| 9 | Examination of information Consultation sur place | • | | |
| 11(2), 11(4) | Notification concerning corrections Avis concernant les corrections | • | • | |
| 13(1) | Disclosure of personal information relating to physical or mental health Communication des renseignements personnels concernant l'état physique ou mental | • | | |
| 14 | Examination in presence of medical practitioner or psychologist | • | | |

Dated at Ottawa, Canada on June 12 2019

Daté à Ottawa, Canada, le 12 Juin 2019



 Marie Lemay
 President and CEO / Présidente de la Monnaie

Attachment 2

**DELEGATION ORDER,
RCMH-MRCF Inc.**

Privacy Act

PRIVACY ACT DELEGATION ORDER

**ARRÊTÉ SUR LA DÉLÉGATION EN VERTU DE LA
LOI SUR LA PROTECTION
DES RENSEIGNEMENTS PERSONNELS**

The President of RCMH-MRCF Inc., pursuant to section 73 of the *Privacy Act**, hereby designates the person holding the position of ATIP Coordinator at the Royal Canadian Mint to exercise the powers and perform the duties and functions of the President as the head of a government institution under the Act.

En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels**, le président de RCMH-MRCF Inc. délègue au titulaire du poste de Coordonnatrice, AIPRP à la Monnaie royale canadienne les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par la Loi.

* S.C. 1980-81-82-83, c. 111, Sch. I "73"

* S.C. 1980-81-82-83, ch. III, ann. I « 73 »


Dated at Ottawa, Canada on June 12 2018

Daté à Ottawa, Canada, le 12, juin 2018



Jennifer Camelon

President, RCMH-MRCF Inc. /
Présidente de MRCH-MRCF Inc.



Simon Kamel
Chairperson of the Board, RCMH-MRCF Inc. /
Président, Conseil d'administration de MRCH-MRCF Inc.

Attachment 3

**STATISTICAL REPORT,
RCM**

Privacy Act

**Statistical Report on the *Privacy Act***Name of institution: Royal Canadian MintReporting 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 | 3 |
| Outstanding from previous reporting period | 3 |
| Total | 6 |
| Closed during reporting period | 3 |
| Carried over to next reporting period | 3 |

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 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Disclosed in part | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 2 |
| 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 | 1 | 1 | 1 | 0 | 0 | 0 | 3 |

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 | 3 |
| 19(1)(f) | 0 | 22.1 | 0 | 27 | 2 |
| 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 |
|-------|------------|-------|
| 3 | 0 | 0 |

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

| Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 637 | 612 | 3 |

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 | 1 | 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 2 | 589 | 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 | 1 | 23 | 2 | 589 | 0 | 0 | 0 | 0 | 0 | 0 |

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 | 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 |

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 | 2 |
| Percentage of requests closed within legislated timelines (%) | 66.7 |

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 |
| 1 | 1 | 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 | 0 | 0 | 0 |
| 16 to 30 days | 0 | 0 | 0 |
| 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 |
| Total | 0 | 1 | 1 |

2.8 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 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 |
| Total | 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 | |
| 2 | 2 | 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 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

7.2 Requests with Privy Council Office

| Number of Days | Fewer 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 |
| 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 8: Complaints and Investigations Notices Received

| Section 31 | Section 33 | Section 35 | Court action | Total |
|------------|------------|------------|--------------|-------|
| 0 | 0 | 0 | 0 | 0 |

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

9.1 Privacy Impact Assessments

| | |
|----------------------------|---|
| Number of PIA(s) completed | 0 |
|----------------------------|---|

9.2 Personal Information Banks

| Personal Information Banks | Active | Created | Terminated | Modified |
|----------------------------|--------|---------|------------|----------|
| | 45 | 0 | 0 | 1 |

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 | | \$153,250 |
| Overtime | | \$0 |
| Goods and Services | | \$65,025 |
| • Professional services contracts | \$58,398 | |
| • Other | \$6,627 | |
| Total | | \$218,275 |

11.2 Human Resources

| Resources | Person Years Dedicated to Privacy Activities |
|----------------------------------|--|
| Full-time employees | 1.35 |
| Part-time and casual employees | 0.00 |
| Regional staff | 0.00 |
| Consultants and agency personnel | 0.85 |
| Students | 0.00 |
| Total | 2.20 |

Note: Enter values to two decimal places.

Requests affected by COVID-19 measures

Supplemental Statistical Report on the *Privacy Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 4 – Requests Received

| | | Column (Col.) 1 |
|--------------|--|--------------------|
| | | Number of requests |
| Row 1 | Received from 2019-04-01 to 2020-03-13 | 3 |
| Row 2 | Received from 2020-03-14 to 2020-03-31 | 0 |
| Row 3 | Total¹ | 3 |

¹ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 5 – Requests Closed

| | | Col. 1 | Col. 2 |
|--------------|--|---|---|
| | | Number of requests closed within the legislated timelines | Number of requests closed past the legislated timelines |
| Row 1 | Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods | 2 | 1 |
| Row 2 | Received from 2020-03-14 to 2020-03-31 | 0 | 0 |
| Row 3 | Total² | 2 | 1 |

² – Total for Row 3 Col. 1 should equal the total in the Privacy Statistical Report Section 2.6.1 Row 1 -- Total for Row 3 Col. 2 should equal the total in the Privacy Statistical Report Section 2.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 6– Requests Carried Over

| | | Col. 1 |
|--------------|--|--------------------|
| | | Number of requests |
| Row 1 | Requests from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period | 3 |
| Row 2 | Requests from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period | 0 |
| Row 3 | Total³ | 3 |

³ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 5

Attachment 4

**STATISTICAL REPORT,
RCMH**

Privacy Act



Statistical Report on the *Privacy Act*

Name of institution: RCMH-MRCF Inc.

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 | 0 |
| Outstanding from previous reporting period | 0 |
| Total | 0 |
| Closed during reporting period | 0 |
| Carried over to next reporting period | 0 |

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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 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 | 0 | 0 | 0 | 0 | 0 | 0 |



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 | 0 |
| 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 |
|-------|------------|-------|
| 0 | 0 | 0 |

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

| Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 0 | 0 | 0 |

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 | 0 | 0 | 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 | 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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 | 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 |

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 | 0 |
| Percentage of requests closed within legislated timelines (%) | 0 |

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 |
| 0 | 0 | 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 | 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 |

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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 days or greater | | | | | | | | 0 |
| Total | 0 | 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 | 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 to the next reporting period | 0 | 0 | 0 | 0 |

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

| Number of Days | Fewer 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 |
| 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 |

7.2 Requests with Privy Council Office

| Number of Days | Fewer 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 |
| 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 8: Complaints and Investigations Notices Received

| Section 31 | Section 33 | Section 35 | Court action | Total |
|------------|------------|------------|--------------|-------|
| 0 | 0 | 0 | 0 | 0 |

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

| | |
|----------------------------|---|
| Number of PIA(s) completed | 0 |
|----------------------------|---|

9.2 Personal Information Banks

| Personal Information Banks | Active | Created | Terminated | Modified |
|----------------------------|--------|---------|------------|----------|
| | 0 | 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 | \$0 |
| Overtime | \$0 |
| Goods and Services | \$0 |
| • Professional services contracts | \$0 |
| • Other | \$0 |
| Total | \$0 |

11.2 Human Resources

| Resources | Person Years Dedicated to Privacy Activities |
|----------------------------------|--|
| Full-time employees | 0.00 |
| Part-time and casual employees | 0.00 |
| Regional staff | 0.00 |
| Consultants and agency personnel | 0.00 |
| Students | 0.00 |
| Total | 0.00 |

Requests affected by COVID-19 measures

Supplemental Statistical Report on the *Privacy Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 4 – Requests Received

| | | Column (Col.) 1 |
|--------------|--|--------------------|
| | | Number of requests |
| Row 1 | Received from 2019-04-01 to 2020-03-13 | 0 |
| Row 2 | Received from 2020-03-14 to 2020-03-31 | 0 |
| Row 3 | Total¹ | 0 |

¹ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 5 – Requests Closed

| | | Col. 1 | Col. 2 |
|--------------|--|---|---|
| | | Number of requests closed within the legislated timelines | Number of requests closed past the legislated timelines |
| Row 1 | Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods | 0 | 0 |
| Row 2 | Received from 2020-03-14 to 2020-03-31 | 0 | 0 |
| Row 3 | Total² | 0 | 0 |

² – Total for Row 3 Col. 1 should equal the total in the Privacy Statistical Report Section 2.6.1 Row 1 -- Total for Row 3 Col. 2 should equal the total in the Privacy Statistical Report Section 2.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 6– Requests Carried Over

| | | Col. 1 |
|--------------|--|--------------------|
| | | Number of requests |
| Row 1 | Requests from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period | 0 |
| Row 2 | Requests from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period | 0 |
| Row 3 | Total³ | 0 |

³ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 5