



Canada Council
for the Arts

Conseil des arts
du Canada

Annual Report on the Administration of the *Privacy Act*

For the reporting period of April 1, 2023 – March 31, 2024



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Introduction

Purpose of the *Privacy Act*

The *Privacy Act* (the Act) gives everyone the right to access their own personal information held by federal government institutions, and protects that information against unauthorized collection, use, retention, and disclosure.

Access to Information, including personal information, is a quasi-constitutional right in Canada. The *Privacy Act* also enables individuals to exercise their privacy rights.

The Act requires the head of every federal government institution to submit an annual report to Parliament on the administration of the Act following the close of each fiscal year. This report, prepared and tabled in accordance with section 72 of the *Privacy Act*, describes the Council privacy activities for 2023–24.

This report summarizes how the Canada Council for the Arts (the Council) has fulfilled its privacy responsibilities during the fiscal year 2023-24. The Council is not reporting on behalf of any wholly owned subsidiaries or non-operational institutions.

About the Canada Council for the Arts

Our Mandate

The Canada Council for the Arts contributes to the vibrancy of a creative and diverse arts and literary scene and supports its presence across Canada and around the world. The Council is Canada’s public arts funder, with a mandate to “foster and promote the study and enjoyment of, and the production of works in, the arts.” The Council’s grants, services, initiatives, prizes, and payments support artists, authors, and arts groups and organizations from Canada. This support allows them to pursue artistic expression, create works of art, and promote and disseminate the arts and literature. Through its arts funding, communications, research, and promotion activities, the Council fosters ever-growing engagement of audiences in Canada and abroad.

The Council’s Public Lending Right (PLR) program makes annual payments to creators whose works are held in Canadian public libraries. The Council’s Art Bank operates art rental programs and helps further public engagement with contemporary arts through exhibition and outreach activities. The Council is responsible for the Canadian Commission for UNESCO, which promotes the values and programs of UNESCO to contribute to a future of peace, reconciliation, equity, and sustainable development.

The Council is governed by an 11-member Board. Members of the Board and the Director and CEO are appointed by the Governor in Council. The Council works in close collaboration with federal, provincial, territorial and municipal departments and organizations working in the arts and culture.

A federal Crown corporation created through an Act of Parliament in 1957, the Council reports to Parliament through the Minister of Canadian Heritage. It receives funding from Parliament and its annual budget is supplemented by endowment income, donations and bequests.

For more information about the Canada Council, visit www.canadacouncil.ca.

Administration of the *Privacy Act*

Organizational Structure and Delegated Authority

The Canada Council is organized to fulfill its *Privacy Act* responsibilities as follows:

Director and CEO	... is responsible for enforcing the <i>Act</i> , its Regulations, the Policy on Privacy Protection and the Directive on Privacy Practices within the Canada Council and takes responsibility for decisions made in this regard.
Chief Information Officer	... holds full delegation authority under the <i>Act</i> and is responsible, on behalf of the Director and CEO, for ensuring compliance with the <i>Act</i> , Privacy Regulations and policy instruments. The Chief Information Officer is supported by the Manager of Information Management in the administration of the <i>Act</i> .
Manager of Information Management	...holds full delegation authority under the <i>Act</i> and is responsible, with guidance and oversight of the Chief Information Officer, for ensuring compliance with the <i>Act</i> , Privacy Regulations and policy instruments, and providing guidance and training as required.
Access to Information and Privacy (ATIP) Coordinator	... is responsible, with the guidance and oversight of the Manager of Information Management and the Chief Information Officer, for ensuring compliance with the <i>Act</i> , Privacy Regulations and policy instruments, and providing guidance and training as required.
Privacy Consultant	...provides guidance and support for the operations and functions related to privacy protection, breach management, privacy impact assessments

The Manager of Information Management, under the delegation authority, is responsible for ensuring compliance with the *Act*, Privacy Regulations and policy instruments, and coordinating responses to all privacy requests and to oversee the Information Management program at the Canada Council. The work ranges from processing access to privacy requests to carrying out consultations with government institutions or third parties and responding to calls, contributing to Info Source, preparing the annual report to Parliament and collecting statistics, managing personal information banks and privacy impact assessments (PIAs), privacy breach management and providing Privacy training to Canada Council employees.

This Office provides advice to Canada Council employees as they fulfill their obligations under the *Privacy Act*.

The Canada Council has no service agreements under section 73.1 (2) of the *Privacy Act* to report.

Delegation orders set out what powers, duties and functions for the administration of the *Privacy Act* have been delegated by the head of the institution, and to whom, pursuant to section 73(1) of the *Act* and related regulations.

See [Annex A](#) for information on designation and delegation.

Monitoring Compliance

The ATIP Office holds weekly meetings to discuss and closely monitor all active files and keep senior staff, such as the Manager of Information Management, informed of operations. These meetings help the ATIP Office to better manage heavy workloads and improve response times to external requesters and internal clients.

In addition to these weekly team meetings, the Senior ATIP Specialists oversee different areas of work and support and train staff in their daily responsibilities.

The ATIP Office briefs senior management and the Board of Directors on operational metrics, strategic priorities, and compliance with the Council policies, quarterly, and annually on the overall administration of the ATIP program.

All contracts contain Privacy clauses detailing expectations aligning with the requirements for the collection, use, disclosure, security, retention and disposition of personal information.

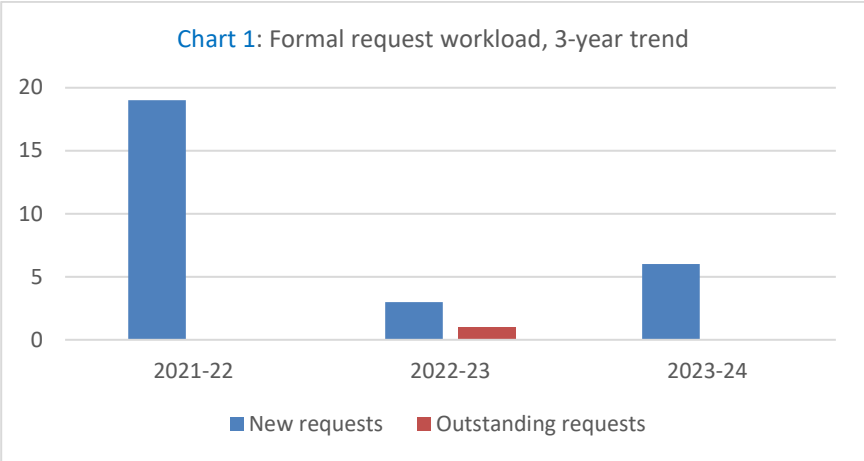
Performance 2023-2024

The following section sets out some statistical highlights from the Council Statistical Report on the *Privacy Act*, including notable trends about workload, timeliness, and disclosure. Copies of the statistical report are attached in [Annex B](#).

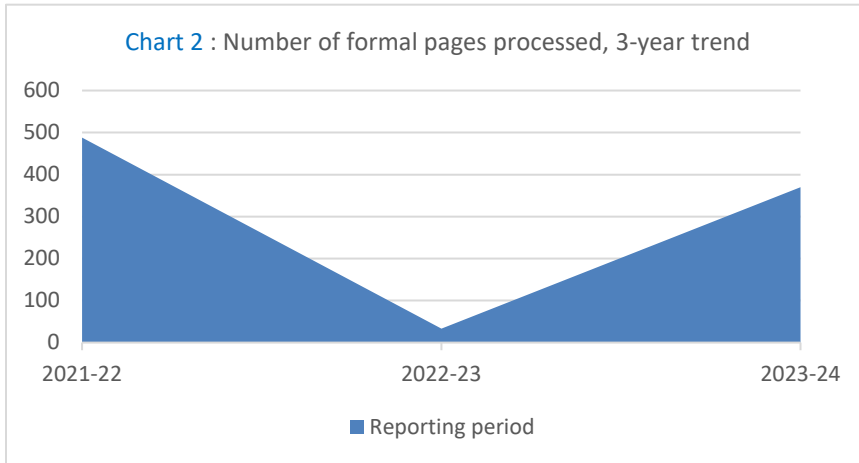
Workload

Formal requests

The Council received 6 new formal privacy requests in 2023–24 (**Chart 1**) via email. This represents a 100% increase from the 3 requests received in 2022–23. The Council had 2 outstanding requests from the previous reporting period to process in 2023-24. (Section 2.1 Supplemental Statistical Report on the *Privacy Act*). No requests were received from foreign national outside of Canada in 2023-24.



During this reporting period, 4 requests were completed, for a total output of 370 pages processed compared with 33 pages in 2022–23 (**Chart 2**). The remaining 2 requests from 2023-24 were carried over to 2024–25 and extension were applied for completion (Section 6.1 ([Annex B](#))).



Informal requests

The Council did not receive any informal privacy requests in 2023–24.

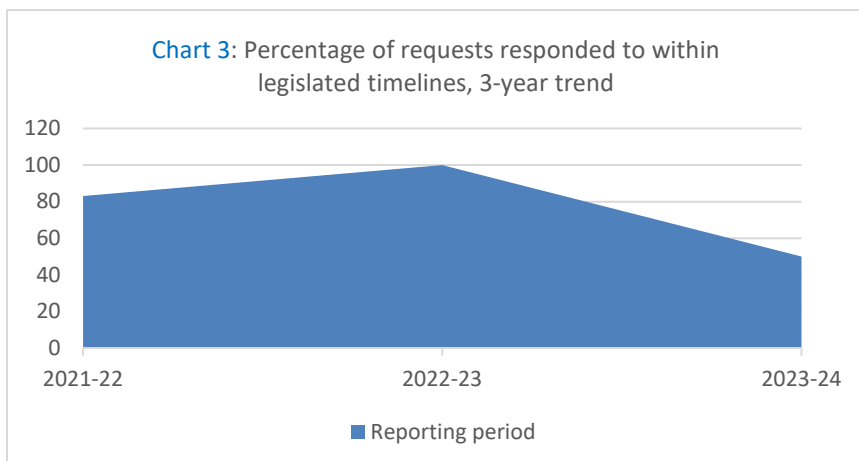
Consultations

The Canada Council for the Arts did not receive or process any consultations under the *Privacy Act* in 2023–24.

Timeliness

Completion times

For formal privacy requests, institutions are required to respond to requesters within the legislated timelines. The target for responding to requesters is 30 days, however institutions may formally extend this deadline, if required. Of the 4 formal requests completed in 2023-24, 2 were closed within legislated timelines. This represents a 50% completion rate for on-time requests compared with 100% in 2022–23 (**Chart 3**).



While most requests took fewer than 31 days to process and were completed on time, 2 requests were completed past the legislated timelines.

Requests that are completed past the legislated timelines are typically more complex. They may have a broad scope, involve a large volume of records to triage and review for relevancy, include a high number of relevant records to treat for sensitivities, or have similar sensitive information interwoven across records within the same request or across multiple requests that must be treated consistently.

No major request complexities were reported in 2023-24.

ATIP staff endeavor to respect deadlines and routinely keep requesters informed of the status of their requests. Information about active requests carried over to 2023-24 within and beyond legislated timelines can be found in Section 6.1 ([Annex B](#)).

Extensions

If significant delays are anticipated when processing a request, institutions may formally extend the legislated timeline. The *Privacy Act* only allows for a maximum extension of 30 additional days. In 2023-24, the Canada Council for the Arts took 2 extensions on the 2 of the completed requests because meeting the original time limit of 30 days due to the complexity of the requests and because they would unreasonably interfere with the institution's operations.

The ATIP Office limits inter-institutional consultation to situations when required for the proper exercise of discretion or when there is an intention to disclose. The ATIP Office makes every effort to ensure that extensions taken are for a reasonable amount of time.

Disclosure

In the spirit of the Act, the Council seeks to release as much information as possible, withholding only what is permitted by law. Of the 4 requests closed in 2023–24, 100% were disclosed in part.

Severances

Exemptions

Responsive records may contain information subject to specific legal protections outlined in the *Privacy Act*.

Section 26 was the only exemption invoked for *Privacy Act* requests. These are records that contain personal information that can be highly sensitive and involve more than one individual.

Exclusions

No exclusions were invoked under the *Privacy Act* in 2023–24.

Requests for translation

Individuals submitting requests under the *Privacy Act* may request to have responsive records translated into either of Canada's official languages. The Council did not receive or process any requests for translation in 2023-24.

Audio-video recording

No audio or video recordings were processed for the requests completed during this reporting period.

Requests for correction to personal information

Individuals can request that a correction be made to their own personal information under control of the Canada Council for the Arts. In 2023–24, the Council did not receive any request for correction to personal information.

Public interest disclosures

There are limited and specific cases where personal information may be disclosed without the consent of the individual in question. These limited circumstances are outlined in section 8(2) of the *Privacy Act*. The Council did not make any public interest disclosures under section 8(2)(e), 8(2)(m), or 8(5) of the *Privacy Act* in 2023-24.

Key issues or actions taken on complaints or audits

Complaint Investigations

The Canada Council for the Arts did not receive any formal notices of complaint under section 31 of the *Privacy Act* in 2023–24. (Section 2.2 Supplemental Statistical Report on the *Privacy Act*)

Reports of findings

The Canada Council for the Arts did not receive any final reports of findings under section 35(1) of the Act. The Office of the Privacy Commissioner did not issue any formal recommendations to the Canada Council for the Arts in 2023–24.

Audits

No audits of the ATIP Office were conducted or completed in 2023-24.

Privacy activities at the Canada Council for the Arts

Information holdings

To assist individuals with making a privacy request or with exercising their privacy rights, the Council publishes an inventory of its information holdings on its website. This public inventory, known as *Info Source*, describes the Council's functions, programs and activities, and their related classes of records and personal information.

Personal information banks (PIBs) detail the types of personal information about members of the public as well as current and former employees contained in records created, collected and maintained in the course of Canada Council for the Arts business that are accessible under the *Privacy Act*.

The Council currently reports on 13 active Personal Information Banks (PIBs) in Info Source.

Initiatives and Projects to Improve Privacy

The Council is committed to making corporate information available to the public, including through the privacy program and its public Privacy Notice. The ATIP Office strives to make the delivery of access-to-information services as seamless as possible and regularly reviews processes for improvements.

Currently, the office is undertaking a multi-year initiative to modernize its case management system to improve efficiency in the processing of requests and to enable better access for the public.

Policies, Guidelines and Procedures

The ATIP Office has developed a suite of documents to address policies related to Privacy Impact Assessment, the Privacy Impact Assessment process and Privacy Breach Management during this reporting period. This documentation is available to the Council through its online employee toolkit. Using this employee public space, the ATIP Office plans to continue to provide additional information to assist Council employees.

These renewed policies and procedure suites complement new or revised TBS policies and directives.

Training Canada Council for the Arts staff

As employees of a federal institution, all Canada Council for the Arts staff are responsible for upholding the principles of the Act and all staff need to be prepared to support the fulfillment of personal information requests in the course of their daily business. To promote awareness of their roles and responsibilities, all staff receive mandatory Privacy training through a virtual learning module as part of the Council onboarding process. The Council's employee toolkit is used to promote and provide employees access to privacy-related information.

The ATIP Office promoted Data Privacy Week 2024 - January 22nd to 26th, offering virtual activities, privacy crosswords, and promoting Privacy Principles (Privacy, Technology and Cybersecurity) and Privacy Impact Assessments. In addition, Privacy Week Teams Backgrounds were accessible to all of Council to assist in promoting the event while in Team meetings.

The ATIP Office also offers ATIP virtual and in-person training and awareness sessions to Canada Council for the Arts staff. These sessions focus on the administration of the *Privacy Act*, the Canada Council privacy framework and risk management tools, best practices for managing personal information, privacy breach awareness, and mandatory training for staff who engage with sensitive datasets. Staff can also request targeted sessions or more intensive workshops on any topic related to privacy.

Monitoring legislative changes

The ATIP Office proactively monitors a variety of information networks for any coming changes to legislation that might impact the Council. This proactive approach allows the Council to plan effectively and implement any necessary structural or operational changes in a timely manner to ensure the Council compliance.

The ATIP Office is currently tracking potential privacy policy changes related to Bill C-27, also known as the *Digital Charter Implementation Act of 2022*. If passed, this bill could result in the enactment of three separate pieces of legislation:

- the *Consumer Privacy Protection Act*
- the *Personal Information and Data Protection Tribunal Act*
- and the *Artificial Intelligence and Data Act*

Each of these Acts would have major implications for the protection of personal information at various levels of government.

The ATIP Office also continues to support the Canada Council's compliance with the *Accessible Canada Act*, contributing to the Canada Council *Accessible Canada Act* Plan and working closely with the Canada Council Accessibility Committee to ensure privacy rights are respected for ongoing projects or initiatives.

The Canada Council for the Arts did not receive any authority for a new collection or consistent use of social insurance numbers during this reporting period. ([Section 3 \(Annex C\)](#))

Assessing privacy issues and providing policy advice

As privacy experts for the institution, the ATIP Office has a responsibility to ensure that privacy considerations are factored into decision-making processes at the Council.

The ATIP Office formally engages with all areas of the Council during the institution's annual planning exercise to identify initiatives that will directly or indirectly involve creating, collecting, or managing personal information.

The ATIP Office also participates on various internal committees, providing ongoing input and timely feedback to key stakeholders about Council information and data management policies and practices.

The pace of technological change continues to accelerate and the cycles for implementing new technology are getting shorter. As the Council moves further along its digital transformation, adopts new tools and technology, and works with more complex datasets, the Council is mindful that these transformations must be assessed through the lens of privacy.

The ATIP Office also collaborates with data management stakeholder groups, given the increasing interest in using new and existing data sets to carry out business activities. The Canada Council for the Arts has fully embraced the use of data to inform decision-making, and the ATIP office provides ongoing advice about how to protect privacy rights when that data contains personal information.

The ATIP Office also continues to educate Canada Council for the Arts staff about risk ownership, especially for data owners and stewards, and their responsibilities to adhere to the principles of the *Privacy Act* in the course of their daily business.

Privacy impact assessments

A privacy impact assessment (PIA) is an extensive formal privacy review used to assess and evaluate privacy, confidentiality or security risks associated with the collection, use or disclosure of personal information, and to develop measures intended to mitigate and, wherever possible, eliminate identified risks. The Canada Council for the Arts contracts third-party service providers to conduct its PIA assessments.

No Privacy Impact Assessments (PIAs) were completed during this reporting period.

Six preliminary PIAs were undertaken during the reporting period. It is expected that some of these preliminary PIAs will become full PIAs with an expectation that they will be completed during the next fiscal year.

Summaries for completed PIAs are located on the Canada Council's [Privacy Impact Assessment Summaries](#) web page.

Investigating privacy incidents

The ATIP Office plays a critical role in investigating suspected or confirmed privacy breaches. The incident response plan is updated regularly to ensure privacy best practices are incorporated. This includes a policy, process and reporting documents. In the event of a privacy breach, the Council responds quickly by containing the breach, notifying affected individuals as required, and implementing measures to prevent the breaches from recurring.

Staff are aware of the importance of timely reporting of situations involving a possible or actual breach of personal information, and the Council's breach reporting tools enable thorough reporting of incidents, rapid containment of situations, appropriate and timely notification of affected individuals, and remedial actions after the event.

Non-material breaches

The majority of privacy breaches at the Council are considered "non-material" or low risk/low impact (example: misdirected correspondence) and are resolved internally. The ATIP Office evaluates the level of risk based on Treasury Board on Canada Secretariat (TBS) privacy breach management toolkit. 5 non-material breaches were identified during this fiscal year.

Material breaches

The Treasury Board of Canada Secretariat defines a material privacy breach as a breach of sensitive personal information that could reasonably be expected to cause serious injury or harm to the individual, involves a large number of affected individuals or a combination of both.

None of the 5 confirmed incidents in 2023–24 met the threshold for a material privacy breach.

Operational environment

Resources

In 2023-24, the Council processed a high volume of Access to Information and Privacy (ATIP) requests compared to the previous fiscal year.

The ATIP Office is currently dedicating more resources and time in new and more targeted ways to support the Council's innovative data initiatives and assess privacy risks, while also trying to balance its responsibilities to respond to public information requests. The privacy component operations in 2023–24 required 1.3 FTEs and 0.5 person years for consultants. This resource shift is reflected in Section 12 of the Statistical Report on the *Privacy Act*.

In 2023–24, the total costs incurred by the ATIP Office for the administration of the Act are estimated to be \$160,936 which are distributed as follows: \$143,494 in salaries, no overtime and \$17,442 in goods and services reflected in Section 12 of the Statistical Report on the *Privacy Act*.

The ATIP Office made efforts to increase resource capacity in 2023-24 by adding 2 project-related full-time positions to its roster. The ATIP Office contracted consulting services and legal services for advice and recommendations to improve the privacy program design and delivery, as well as request management (Section 12.1 Statistical Report for the *Privacy Act*).

ANNEX A: Delegation order



Access to Information Act and Privacy Act Delegation Order

The Director and CEO of the Canada Council for the Arts, pursuant to subsection 95(1) of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Director and CEO as the head of Canada Council for the Arts, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et la Loi sur la protection des renseignements personnels

En vertu du paragraphe 95(1) de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le directeur et chef de la direction du Conseil des arts du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont le directeur et chef de la direction est, en qualité de responsable du Conseil des arts du Canada, 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.

Schedule | Annexe

Position Poste	<i>Access to Information Act</i> and Regulations <i>Loi sur l'accès à l'information</i> et Règlement	<i>Privacy Act</i> and Regulations <i>Loi sur la protection des renseignements personnels</i> et Règlement
Chief Information Officer Dirigeant principal de l'information	Full authority Autorité absolue	Full authority Autorité absolue
Manager, Information Management Gestionnaire, Gestion de l'information	Full authority Autorité absolue	Full authority Autorité absolue

Dated, at the City of Ottawa this
10th day of August 2023

Daté, en la ville de Ottawa ce
10e jour de août 2023

Michelle Chawla
Director and CEO | Directrice et chef de la direction

Bringing the arts to life | L'art au cœur de nos vies

ANNEX B: 2023–24 Statistical Report on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: Canada Council for the Arts

Reporting period: 4/1/2023 to 3/31/2024

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		6
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		6
Closed during reporting period		4
Carried over to next reporting period		2
• Carried over within legislated timeline	2	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of Requests
Online	0
E-mail	6
Mail	0
In person	0
Phone	0
Fax	0
Total	6

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
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	0
Fax	0
Total	0

2.3 Completion time of informal requests

Completion Time							
0 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
0	0	0	0	0	0	0	0

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	
of Requests	Pages Released	of Requests	Released	of Requests	Released	Number of Requests	Released	of Requests	Released
0	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
	0 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	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	2	2	0	0	0	0	4
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
denied	0	0	0	0	0	0	0	0
Total	0	2	2	0	0	0	0	4

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	4
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	4	0	0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper, e-record and dataset form

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
370	33	4

3.5.2 Relevant pages processed per request disposition for paper, e-record and dataset 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	2	2	2	368	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	2	2	2	368	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	Processed	Number of requests	Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

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

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	2
Percentage of requests closed within legislated timelines (%)	50

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
2	2	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	2	0	2
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	2	0	2

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	
2	0	0	2	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	2	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater	0	0	0	0	0	0	0	0
Total	0	0	2	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
	0 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
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Complaints and Investigations Notices Received

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

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

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	9	4	5	0
Central	0	0	0	0
Total	9	4	5	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	5
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$143,494
Overtime		\$0
Goods and Services		\$17,442
• Professional services contracts	\$8,119	
• Other	\$9,323	
Total		\$160,936

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.300
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.500
Students	0.000
Total	1.800

Note: Enter values to three decimal places.

ANNEX C: 2023–24 Supplemental Statistical Report on the *Privacy Act*

Supplemental Statistical Report on the *Privacy Act*

Name of institution: Canada Council for the Arts

Reporting period: 2023-04-01 to 2024-03-31

Section 2: Open Requests and Complaints Under the *Privacy Act*

2.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	2	0	2
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	2	0	2

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

2.2 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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24? No

Section 4: Universal Access under the *Privacy Act*

How many requests were received from foreign nationals outside of Canada in 2023-24?

Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

References

<i>Access to Information and Privacy Requests</i>	Access to Information and Privacy Acts (canadacouncil.ca)
<i>Privacy Protection, Policy on</i>	Policy on Privacy Protection- Canada.ca
<i>Privacy Practices, Directive on</i>	Directive on Privacy Practices- Canada.ca
<i>Info Source</i>	Info Source Canada Council for the Arts
<i>Information about programs and information holdings</i>	Info Source - Canada.ca