

**Office of the Administrator of the  
Ship-source Oil Pollution Fund**

Annual Report to Parliament  
on the *Privacy Act*

**2021-2022**

Canada<sup>\*</sup>

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**Ship-source Oil Pollution Fund**  
Suite 830, 180 Kent  
Ottawa, Ontario, Canada  
K1A 0N5

Tel.: (613) 991-1726  
Fax: (613) 990-5423  
<http://www.sopf.gc.ca>

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# 1. Introduction

The Office of the Administrator of the Ship-source Oil Pollution Fund is pleased to submit to Parliament its annual report on the administration of the *Privacy Act* (PA) for the fiscal year commencing on April 1, 2021 and ending March 31, 2022. This report is submitted in accordance with section 72 of the PA. The report is tabled in Parliament through the Minister of Transport.

The PA provides Canadian citizens and permanent residents with the right of access to and correction of personal information about themselves that is under the control of a government institution. It also provides the legal framework for the collection, retention, use, disclosure, disposition and accuracy of personal information in the administration of programs and activities by government institutions subject to the act.

## 1.1 Our mandate

The Ship-source Oil Pollution Fund (the Fund) is a special purpose account established in the accounts of Canada. The Fund compensates victims of oil pollution for damages caused by any type of oil, from any ship or boat, anywhere in Canadian waters. Then, all reasonable steps are taken to recover costs from polluters.

The Fund is governed by Part 7 of the *Marine Liability Act* (MLA). Canada is also a contracting State in the international regime, thereby aligning the Canadian regime to international conventions.

The amount held in the Fund comes from the accumulated balance of the Maritime Pollution Claims Fund (MPCF), which was transferred to the Fund in 1989, and subsequent interest generated on that balance. The MPCF was funded by a levy paid by oil receivers and shippers to and from Canada between 1972 and 1976.

The Fund is managed by an independent Administrator, who reports to Parliament through the Minister of Transport. The Administrator, appointed by the Governor-in-Council:

- Acts as an independent authority to investigate and assess all claims submitted to the Fund, subject to appeal to the Federal Court of Canada;
- Has the powers of a Commissioner under Part 1 of the *Inquiries Act*;
- Offers compensation to claimants for whatever portion of the claim the Administrator finds to be established and, where a claimant accepts an offer, the Administrator directs payment to the claimant out of the Fund;

- Must take recourse action against third parties to recover the amount paid out of the Fund to a claimant and may also take action to obtain security, either prior to or after receiving a claim;
- Becomes a party by statute to any proceedings commenced by a claimant against the owner of a ship, its insurer, or the International Oil Pollution Compensation (IOPC) Funds, as the case may be after having been served with the document commencing the proceedings;
- Directs payments out of the Fund for all Canadian contributions to the IOPC Funds (such contributions are based on oil receipts in Canada reported by the Administrator to the Director of the IOPC Funds);
- Participates with the Canadian delegation at meetings of the Executive Committee and the Assembly of the IOPC Funds;
- Is consulted by the Minister of Transport with regard to the release of necessary emergency funding of up to \$10 million per fiscal year (or additional funds to a maximum of \$50 million per fiscal year, if required) to the Minister of Fisheries and Oceans (DFO), to respond to a significant incident involving the discharge of oil from a ship;
- Has inspection and inquiry powers with respect to oil shippers' data reporting obligations, infringement of which may cause Administrative Monetary Penalties (AMPs);
- Prepares an annual report on the operations of the Fund, which is laid before Parliament by the Minister of Transport.

## **2. Organizational structure**

The Information management officer is the designated Access to Information and Privacy (ATIP) coordinator of our institution. She is responsible for ensuring that the institution meets its responsibilities under ATIP by administering the Act and overseeing all related activities.

During the reporting year, we created and staffed a new Research and program support officer position. About 20% of time for this position is dedicated to ATIP activities, thus providing support and an extra resource for handling our ATIP portfolio.

There are no regional ATIP staff.

A consultant provides expert assistance in the area of ATIP on an as required basis.

### **3. Delegation order**

Under the PA, the Administrator is the designated head of our institution for the purpose of administering the legislation. Section 73(1) of the PA authorizes the head of the institution to designate, by order, one or more employees of the institution to exercise or perform any powers, duties or functions of the head of the institution that are specified in the order. The Information management officer fulfills the role of Access to Information and Privacy (ATIP) Coordinator and has been delegated all authorities in relation to the PA.

The Delegation Order was signed on September 2, 2020, and a copy is included in Appendix A.

### **4. Performance 2021-2022**

No requests were received during the reporting year, and none were outstanding from the previous period. Therefore, our compliance rate is of 100% for the reporting year.

The following sections provide highlights and interpretations of the 2021-2022 statistical report. The complete report is included in Appendix B.

#### **4.1 Section 1 – Requests under the PA**

We didn't receive any new request for personal information under the PA during the reporting year.

#### **4.2 Section 2 – Informal requests**

We didn't receive or process any informal requests for personal information under the PA during the reporting year.

#### **4.3 Section 3 – Requests closed during the reporting period**

As there were no new or outstanding requests for personal information during the reporting year, no requests were closed.

#### **4.4 Section 4 – Disclosures under subsections 8(2) and 8(5)**

This reporting year, no disclosures of personal information were made pursuant to the following provisions of the PA:

- 8(2)(e) (investigations provision)
- 8(2)(f) (under an agreement or arrangement between the Government of Canada or an institution)
- 8(2)(g) (to a Member of Parliament)
- 8(2)(m) (public interest override provision)

#### **4.5 Section 5 – Requests for correction of personal information and notations**

Neither corrections nor notations were requested during the reporting year.

#### **4.6 Section 6 – Extensions**

No extension was required during the reporting year.

#### **4.7 Section 7 – Consultations received from other institutions and organizations**

No consultations were received from other federal institutions or other organizations during the reporting year.

#### **4.8 Section 8 – Completion time of consultations on Cabinet confidences**

We did not process any Cabinet confidences in relation to requests under the PA during the reporting year.

#### **4.9 Section 9 – Complaints and investigations notices received**

Applicants have the right to file a complaint pursuant to the PA and may exercise this right at any time during the processing of their request. No complaints or requests for investigation were received, and no appeals have been made to the Federal Court during the reporting year.

#### **4.10 Section 10 – Privacy Impact Assessments and Personal Information Banks**

We did not complete any Privacy Impact Assessments during the reporting period.

We have one active specific Personal Information Bank and 26 central Personal Information Banks. We did not create, terminate or modify any personal information banks during the reporting period.

#### **4.11 Section 11 – Material privacy breaches**

To our knowledge, no material privacy breaches occurred during the reporting period.

#### **4.12 Section 12 – Resources related to the PA**

For 2021-2022, the costs directly associated with the administration of the PA are \$2,615, covering salaries and professional service contracts.

The associated full-time equivalency (FTE) human resources for administering the PA in 2021-2022 are 0.027 person years.

#### **4.13 Supplemental statistical report on the Access to Information Act and the Privacy Act**

In addition to completing the forms for the statistical reports on the PA for 2021-2022, institutions were asked to complete a supplemental report to help identify the impact of COVID-19 measures on institutional performance for 2021-2022 and going forward. The complete report is included in Appendix C.

COVID-19 related measures were in place throughout the reporting period, adjusted as required according to public health guidelines. Nevertheless, we retained the ability to receive requests by mail, by email, and via the ATIP Online Request Service (AORS). There was no change in the number of requests received. Responses could be provided to the requestors by mail or electronically.

We had a reduced capacity to process records in response to requests, should any have been received. This was due to limited access to physical records and office resources, by ATIP staff

and by the business units who retain primary interest in the records. This would impact the ability to retrieve and process records in a timely manner, which would have resulted in delays.

To address our reduced capacity to process records, a new position was staffed during the reporting year. This position has a portion of time dedicated to ATIP activities, thereby providing increased capacity and flexibility for carrying out these tasks. We are also reviewing and upgrading information management and technology systems. This will improve ATIP processes and response by equipping staff with the tools they need to work remotely, introducing electronic record-keeping, and allowing remote access to office records and systems.

We also continued to take special measures to ensure the protection of personal information during periods of remote work. For example, the office remained open during COVID-19 shutdown periods to allow staff members to access records containing personal information as required.

Other PA responsibilities were not hindered or impacted by the COVID-19 related measures.

## **5. Training and awareness**

All new staff are provided with a one-on-one introduction to ATIP by the ATIP Coordinator when they start their position at our institution.

Optional monthly training sessions are also offered throughout the year on various information management topics. The goals of these sessions are to familiarize staff with their privacy and information protection responsibilities, and to promote and facilitate adoption of information management practices. This improves adherence to policies that ensure protection of privacy as well as the efficiency and ease of retrieving information from the institution's records. A specific session on the processing of ATIP requests was held during the reporting year and attended by 13 staff members (over half the complement). There was also a session on protecting sensitive information. Overall, these sessions were attended by an average of eight staff members (over a third of the complement) per month.

Additional advice and recommendations were provided by a consultant on an as required basis to Management and staff.

## **6. Policies, guidelines, and procedures**

We did not implement or revise any institution-specific privacy-related policies, guidelines or procedures during the reporting year.

TBS is moving forward with the rollout of version 3 of ATIP online to government institutions. To prepare for the migration scheduled for early in the next reporting year, our ATIP staff underwent training on the new ATIP Online Management Tool (AOMT). This new portal will allow them to retrieve ATIP requests to our institution and to provide response to requestors. Staff is also currently working at establishing internal procedures for the use of the system, and on the technical setup for accessing the new ATIP online.

A review of the Transparency and Access to Information and Privacy pages on our website was also undertaken this year by ATIP staff with the help of our communications team. Outdated and irrelevant information was removed, and a new way of organising and presenting the information was developed. Focus was placed on the user, as well as on plain language. The goal was to provide better information on the ATIP activities and processes of our institution, and to improve promotion and access to proactively disclosed information. The new webpages went live at the end of the reporting year.

A new Guide to telework includes policies on the protection of sensitive information. Staff working remotely are required to comply with this guide.

A major project has also been underway to review our information management and information technology strategies. Systems in use at the office have been moved to the cloud, additional IT security has been implemented, and new equipment was provided to staff, which all improves the protection of the personal and sensitive information held by our institution. Additionally, we are upgrading our information management system, thereby introducing electronic record-keeping and remote access to office records. This will improve the capture, access, discovery, retrieval, and management of our information. Relevant policies and processes are being updated accordingly. These projects are expected to significantly improve ATIP processes and activities, notably the response to requests.

## **7. Monitoring compliance**

There was no monitoring of compliance of the time taken to process privacy requests required.

## **Appendix A: Delegation order**

Ship-source Oil Pollution Fund

Privacy Act  
Delegation Order

The Administrator of the Ship-source Oil Pollution Fund, pursuant to section 73 of the *Privacy Act* (the *Act*) hereby designates the persons holding the positions set out herein or the persons occupying those positions on an acting basis, to exercise the powers, duties or functions of the Administrator as the head of a government institution, under the section or sections of the *Act* set out hereunder opposite each position.

Position	<i>Privacy Act</i>	
ATIP Coordinator	8(2)(j)	Disclosure for research purposes
ATIP Coordinator	8(2)(m)	Disclosure in the public interest or in the interest of the individual
ATIP Coordinator	8(4)	Copies of requests under 8(2)(e) to be retained
ATIP Coordinator	8(5)	Notice of disclosure under 8(2)(m)
ATIP Coordinator	9(1)	Records of disclosures to be retained
ATIP Coordinator	9(4)	Consistent uses
ATIP Coordinator	10	Personal information to be included in personal information banks
ATIP Coordinator	14	Notice where access requested
ATIP Coordinator	15	Extension of time limits
ATIP Coordinator	17(2)(b)	Language of access
ATIP Coordinator	17(3)(b)	Access to personal information in alternative format
ATIP Coordinator	18(2)	Exemption (exempt bank) - Disclosure may be refused
ATIP Coordinator	19(1)	Exemption - Personal information obtained in confidence
ATIP Coordinator	19(2)	Exemption - Where authorized to disclose
ATIP Coordinator	20	Exemption - Federal-provincial affairs
ATIP Coordinator	21	Exemption - International affairs and defence
ATIP Coordinator	22	Exemption - Law enforcement and investigation
ATIP Coordinator	22.3	Exemption - <i>Public Servants Disclosure Protection Act</i> .
ATIP Coordinator	23	Exemption - Security clearances

Position	<i>Privacy Act</i>	
ATIP Coordinator	24	Exemption - Individuals sentenced for an offence
ATIP Coordinator	25	Exemption - Safety of individuals
ATIP Coordinator	26	Exemption - Information about another individual
ATIP Coordinator	27	Exemption - Solicitor-client privilege
ATIP Coordinator	28	Exemption – Medical record
ATIP Coordinator	31	Notice of intention to investigate
ATIP Coordinator	33(2)	Right to make representation
ATIP Coordinator	35(1)	Findings and recommendations of Privacy Commissioner (complaints)
ATIP Coordinator	35(4)	Access to be given
ATIP Coordinator	36(3)	Report of findings and recommendations (exempt banks)
ATIP Coordinator	37(3)	Report of findings and recommendations (compliance review)
ATIP Coordinator	51(2)(b)	Special rules for hearings
ATIP Coordinator	51(3)	Ex parte representations
ATIP Coordinator	72(1)	Report to Parliament

Position	Privacy Regulations	
ATIP Coordinator	9	Reasonable facilities and time provided to examine personal information
ATIP Coordinator	11(2)	Notification that correction to personal information has been made
ATIP Coordinator	11(4)	Notification that correction to personal information has been refused
ATIP Coordinator	13(1)	Disclosure of personal information relating to physical or mental health may be made to qualified medical practitioner or psychologist for an opinion on whether to release information to the requester
ATIP Coordinator	14	Disclosure of personal information relating to physical or mental health may be made to requester in presence of a qualified medical practitioner or psychologist

Dated at Ottawa on September 2, 2020

  
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Anne Legars, LL.M., CAE  
Administrator

## **Appendix B: Statistical report**



## Statistical Report on the *Privacy Act*

Name of institution: Ship-source Oil Pollution Fund

Reporting period: 2021-04-01 to 2022-03-31

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

#### 1.1 Number of requests received

		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	
<b>Total</b>		<b>0</b>
Closed during reporting period		0
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

#### 1.2 Channels of requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>0</b>





### 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	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		

### 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	0	0	0	0	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

**3.5.2 Relevant pages processed by request disposition for paper and e-record formats by size of requests**

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

**3.5.3 Relevant minutes processed and disclosed for audio formats**

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

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

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

**3.5.7 Other complexities**

<b>Disposition</b>	<b>Consultation Required</b>	<b>Legal Advice Sought</b>	<b>Interwoven Information</b>	<b>Other</b>	<b>Total</b>
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
<b>Total</b>	0	0	0	0	0

**3.6 Closed requests**

**3.6.1 Number of requests closed within legislated timelines**

<b>Number of requests closed within legislated timelines</b>	0
<b>Percentage of requests closed within legislated timelines (%)</b>	0

**3.7 Deemed refusals**

**3.7.1 Reasons for not meeting legislated timelines**

<b>Number of requests closed past the legislated timelines</b>	<b>Principal Reason</b>			
	<b>Interference with operations / Workload</b>	<b>External Consultation</b>	<b>Internal Consultation</b>	<b>Other</b>
0	0	0	0	0

**3.7.2 Request closed beyond legislated timelines (including any extension taken)**

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

**3.8 Requests for translation**

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







**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
<b>Total</b>	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	1	0	0	0
Central	26	0	0	0
<b>Total</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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	0
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**Section 12: Resources Related to the Privacy Act**

**12.1 Allocated Costs**

Expenditures		Amount
Salaries		\$2,566
Overtime		\$0
Goods and Services		\$49
• Professional services contracts	\$49	
• Other	\$0	
<b>Total</b>		<b>\$2,615</b>

**12.2 Human Resources**

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.026
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.001
Students	0.000
<b>Total</b>	<b>0.027</b>

**Note:** Enter values to three decimal places.

## **Appendix C: Supplemental statistical report**



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

Name of institution: Ship-source Oil Pollution Fund

Reporting period: 2021-04-01 to 2022-03-31

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

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

### Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	52	0	52
Protected B Paper Records	0	52	0	52
Secret and Top Secret Paper Records	52	0	0	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	52	0	52
Protected B Electronic Records	0	52	0	52
Secret and Top Secret Electronic Records	52	0	0	52



**Section 3: Open Requests and Complaints Under the Access to Information Act**

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	1	0	1
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Access to Information Act*

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
<b>Total</b>	<b>0</b>

**Section 4: Open Requests and Complaints Under the Privacy Act**

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	0	0

Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Privacy Act*

**4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.**

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
<b>Total</b>	<b>0</b>

**Section 5: Social Insurance Number (SIN)**

**Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?**

**No**