

# Annual Report - Privacy Act 2021-2022

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## 1. INTRODUCTION

The *Privacy Act* provides citizens with the right to access personal information held by the government and protection of that information against unauthorized use and disclosure.

This report is prepared pursuant to section 72 of the *Privacy Act*. This section indicates that “Every year the head of every government institution shall prepare a report on the administration of this Act within the institution during the period beginning on April 1 of the preceding year and ending on March 31 of the current year.” This particular report is being prepared in the capacity of the Minister of Environment and Climate Change and Minister responsible for Parks Canada as the head of the Historic Sites and Monuments Board of Canada (HSMBC).

Under the *Historic Sites and Monuments Act*, the HSMBC is the statutory advisory body to the Minister of Environment and Climate Change on the national historic significance of places, people, and events in Canadian history. The Government of Canada has designated over 2,200 subjects of national historic significance on the advice of the HSMBC since its inception in 1919. The HSMBC is also responsible for providing advice on the designation of heritage railway stations under the *Heritage Railway Stations Protection Act* and on the designation of heritage lighthouses under the *Heritage Lighthouse Protection Act*.

The Indigenous Affairs and Cultural Heritage Directorate of Parks Canada (the Directorate) offers secretariat services to the HSMBC and receives approximately 1,000 queries annually from the public, Members of Parliament, media and heritage organizations across Canada related to the designation process, information about the HSMBC and previous HSMBC deliberations. The Directorate also processes and responds to about 50 nominations for subjects of possible national historic significance each year. It also administers the *Heritage Railway Stations Protection Act*, the National Program for the Grave Sites of Canadian Prime Ministers and the *Heritage Lighthouse Protection Act*.

Two Parks Canada officials assume full delegated authority in relation to the *Privacy Act* as it relates to the HSMBC, including the Vice-President, Indigenous Affairs and Cultural Heritage Directorate, and the Director, Heritage Designations and Programs.

This report will be tabled in Parliament pursuant to section 72 of the *Privacy Act*.

## 2. ORGANIZATIONAL STRUCTURE

Officials of the Directorate, acting on behalf of the HSMBC, handle a relatively low number of requests received under the *Privacy Act* and prepare the annual report for submission to Parliament by the Minister of Environment and Climate Change.

Should the Directorate receive access to personal information requests they would be the responsibility of the Director, Heritage Designations and Programs. The Director would process requests made under the Act; provide strategic advice on the interpretation and application of the

Act; and provide advice on the collection, use and disclosure of personal information. The Director would work with the Manager, Heritage Designations, to locate and retrieve records that have been requested under the Act; identify information that is personal in nature; and, if applicable seek guidance from Parks Canada's Access to Information and Privacy Office. The final release package would be reviewed by the Manager and Director. The Director conducts information sessions regarding the Act and prepares the annual report to Parliament on the administration of the Act.

### **3. PRIVACY ACT DELEGATION ORDER**

The *Privacy Act* Delegation Order is attached.

### **4. PERFORMANCE 2021-2022**

The Statistical Report submitted on behalf of the HSMBC to the Treasury Board of Canada Secretariat (TBS) for the period of April 1, 2021 to March 31, 2022 is attached.

The HSMBC received no requests under the *Privacy Act* within this reporting period and therefore was not affected by impacts related to COVID-19.

Over the past 9 years (2013-2014 to 2021-2022), the HSBMC has not received any requests under the *Privacy Act*. As a result, there is no data to report.

### **5. TRAINING AND AWARENESS**

No training or awareness activities took place during this period.

### **6. POLICIES, GUIDELINES, PROCEDURES AND INIATIVES**

Given the small number of requests and their infrequent nature, the HSMBC has not instituted any new or revised institution-specific policies, guidelines or procedures related to privacy above those already available from TBS. All of the HSMBC's information holdings are accessible to the public upon release by the Minister of the Environment and Climate Change, subject to the exemptions provided for in the *Access to Information Act* and *Privacy Act*. Access to the material is encouraged through informal mechanisms such as e-mail, the HSMBC website, and telephone messaging.

### **7. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS**

The HSMBC received no requests under the *Privacy Act* in 2021-2022 and no audits or investigations were concluded. There are no issues to report in this regard.

## **8. MONITORING COMPLIANCE**

No monitoring related to the time to process privacy requests was conducted in 2020-2021, as the HSMBC did not receive any privacy requests and requests for the correction of personal information during this reporting period.

## **9. MATERIAL PRIVACY BREACHES**

No material privacy breaches occurred in 2021-2022.

## **10. PRIVACY IMPACT ASSESSMENTS**

No Privacy Impact Assessments (PIA) were completed during the reporting period of 2021-2022.

## **11. PUBLIC INTEREST DISCLOSURES**

No disclosures were made pursuant to paragraph 8 (2)(m) of the *Privacy Act* during the reporting period of 2021-2022.





## Statistical Report on the *Privacy Act*

Name of institution: Historic Sites and Monuments Board of Canada

Reporting period: 4/1/2021 to 3/31/2022

### 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>

## 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	
<b>Total</b>		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
<b>Total</b>	0

### 2.3 Completion time of informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
0	0	0	0	0	0	0	0

### 2.4 Pages released informally





### 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	0	0	0	0
Central	0	0	0	0
<b>Total</b>	<b>0</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		\$0
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$0</b>

**12.2 Human Resources**

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

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