



CANADIAN
MUSEUM
OF HISTORY
-
MUSÉE
CANADIEN
DE L'HISTOIRE



CANADIAN
WAR
MUSEUM
-
MUSÉE
CANADIEN
DE LA GUERRE

2018-2019 Annual Report on the Administration of the *Privacy Act*

April 1, 2018 to March 31, 2019

Canada

2018-2019 Annual Report on the Administration of the *Privacy Act* Canadian Museum of History

Introduction

The Canadian Museum of History (CMH) presents to Parliament its Annual Report on the Administration of the *Privacy Act* for fiscal year 2018-2019 (reporting period April 1, 2018 to March 31, 2019). This report is tabled in Parliament in accordance with section 72 of the Act.

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

In accordance with Treasury Board of Canada Secretariat (TBS) requirements, this report provides an overview of the activities of the CMH in administering its responsibilities under the *Privacy Act*.

Mandate

The CMH is a federal Crown corporation that is responsible for two national museums: the Canadian Museum of History and the Canadian War Museum. The mandate of the CMH is to enhance Canadians' knowledge, understanding and appreciation of events, experiences, people and objects that reflect and have shaped Canada's history and identity and also to enhance their awareness of world history and cultures.

Access to Information and Privacy Office

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

During the reporting period, the ATIP office at the CMH had two employees: the ATIP Coordinator, who is also the Corporate Secretary and Director of Strategic Planning; and, the ATIP and Integrity Officer. The ATIP and Integrity Officer position became vacant in the final quarter of the reporting period. Consultants are retained on an as-needed basis to support the continuity of ATIP operations and assist with privacy policy initiatives.

Delegation Order

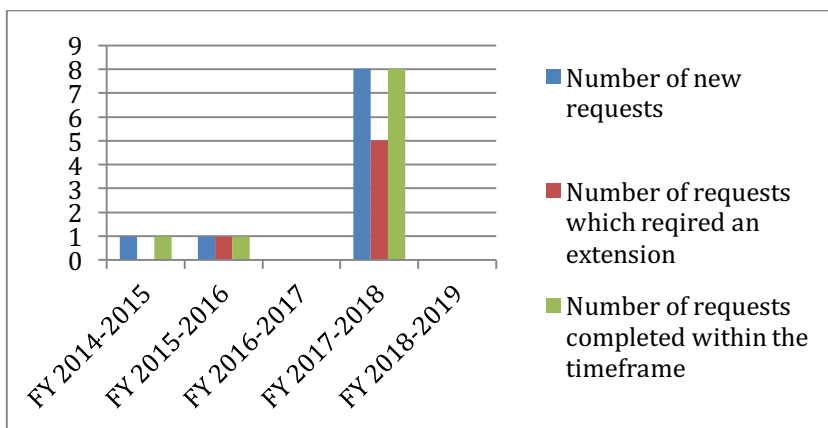
As head of the institution and in accordance with section 73 of the *Privacy Act*, the President and Chief Executive Officer (CEO) has delegated the powers, duties and functions for the administration of the *Privacy Act* to the ATIP Coordinator and Corporate Secretary and

Director of Strategic Planning. The signed and dated delegation of authority order is included at Appendix A of this report.

Highlights of the *Privacy Act* Statistical Report

The statistical report on the *Privacy Act* for the 2018–2019 fiscal year is included at Appendix B of this report.

No requests for access to personal information were received by the CMH during the reporting period, and none were carried forward from the previous fiscal year. No consultations were received from other organizations. As noted in the chart below, this trend is consistent with low volumes experienced in previous reporting periods, other than 2017-2018.



Training and Awareness

In November 2018, the CMH retained the services of an external consultant to provide a formal awareness session on privacy policy requirements and best practices. Other Crown corporations were invited to participate, for a total of 20 Crown corporation employees in attendance.

The ATIP office remains responsible for providing education and training activities upon employee request. In addition, the ATIP office provides ongoing advice to employees, to ensure the fulfilment of the CMH's privacy-related obligations.

Policies, Guidelines, Procedures, and Initiatives

The CMH did not implement any new policies, guidelines, procedures or initiatives during the reporting period.

Complaints, Investigations, and Audits

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

No complaints were received during the reporting period and no investigations were carried out. In addition, no audits regarding the CMH's obligations under the *Privacy Act* were carried out during the reporting period.

Monitoring Compliance

Although no requests for access to personal information were handled during the reporting period, as a matter of course, for any request received under the *Privacy Act*, the ATIP office carefully monitors the proceedings and associated timelines. Clear deadlines are indicated in record retrieval letters received by the Office of Primary Interest (OPI). An OPI is the holder of relevant personal information for a privacy request. If a deadline is not met, the ATIP office promptly contacts the OPI to follow-up on the status of their response and, when required, escalates the issue to the OPI's immediate supervisor.

In addition, weekly status reports are provided to the ATIP Coordinator advising on all key actions and timelines associated with request processing. Pertinent information is shared by the ATIP Coordinator with the President and CEO during regular bi-lateral meetings.

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

Material Privacy Breaches

TBS defines a material privacy breach as one involving "sensitive personal information and could reasonably be expected to cause serious injury or harm to the individual and/or involves a large number of affected individuals". TBS requires government institutions to report material privacy breaches to both TBS and the Privacy Commissioner of Canada.

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

Privacy Impact Assessments

A privacy impact assessment (PIA) is a tool used to determine whether privacy risks may be present in new or existing initiatives that involve personal information for administrative purposes. No PIAs were completed during the reporting period.

An external consultant was engaged to conduct preliminary work in determining a plan to move forward in assessing potential privacy risk associated with CMH renewal initiatives. Work will continue in 2019-2020 to determine the best course of action in carrying out any required PIA.

TBS requires government institutions to post summaries of their completed PIAs on their corporate websites. This requirement is under development by the CMH.

Public Interest Disclosures

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

No disclosure was made pursuant to paragraph 8(2)(m) of the *Privacy Act* during the reporting period.

APPENDIX A:
DELEGATION ORDER



1-800-953-6677
 Canadian Museum of History



1-800-953-6677
 Canadian Museum of History

PRIVACY ACT

Delegation of Authority

Pursuance to Section 73 of the *Privacy Act*, I. Mark O'Neill, Head of the Canadian Museum of History hereby delegate the responsibilities covered by the under-listed sections and subsections of the *Act*, to the CMH's Corporate Secretary and Director of Strategic Planning and Privacy Coordinator:

Sections and subsections	Sections and subsections	Sections and subsections	Sections and subsections
8 (2) (j), (m)	18 (2)	25	38 (1), (4)
8 (4), (5)	19 (1), (2)	26	36 (3)
9 (1), (4)	20	27	37 (3)
10	21	28	51 (2) (b), (3)
14	22	31	72 (1)
15	23	33 (2)	77
17 (2) (b)	24		9, 11 (2) and (4), (13) (1) and 14 of the <i>Privacy Regulations</i> .

Mark O'Neill
 President and Chief Executive Officer

Chrissie Unterhoffer
 Corporate Secretary and Director of Strategic Planning

Date: *May 23, 2017*

Date: *May 25, 2017*

APPENDIX B:
STATISTICAL REPORT
ON THE
PRIVACY ACT



Statistical Report on the *Privacy Act*

Name of institution: CANADIAN MUSEUM OF HISTORY

Reporting period: 2018-04-01 to 2019-03-31

Part 1: Requests Under the *Privacy Act*

	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

Part 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	28	0
21	0	22.3	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

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	0	0
Total	0	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	0	0
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	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 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline 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

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Part 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

Part 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

Part 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Interference With Operations	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	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

Part 8: Complaints and Investigations Notices Received

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

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0
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Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures	Amount
Salaries	\$22,421
Overtime	\$0
Goods and Services	\$2,484
• Professional services contracts	\$2,484
• Other	\$0
Total	\$24,905

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.18
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.18

New Exemptions Tables
CANADIAN MUSEUM OF HISTORY
2018-04-01 TO 2019-03-31

Privacy Act	
Section	Number of requests
22.4 National Security and Intelligence Committee	0
27.1 Patent or Trademark privilege	0