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MUSEUM
OF HISTORY
-
MUSÉE
CANADIEN
DE L'HISTOIRE



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DE LA GUERRE

Annual Report on the Administration of the *Privacy Act* 2023–2024

April 1, 2023 to March 31, 2024

Canada

**Annual Report on Administration of the *Privacy Act* —
2023–2024
Canadian Museum of History**

Introduction

The Canadian Museum of History (the “Museum” or the “corporation”) submits an Annual Report on its administration of the *Privacy Act* (the “Act”) to Parliament each year, which is tabled in the House of Commons in accordance with section 72 of the *Act*. This Report covers the 2023–2024 fiscal year, with a reporting period of April 1, 2023 to March 31, 2024.

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

In accordance with Treasury Board of Canada Secretariat (TBS) requirements, this Report provides an overview of Museum activities in the administration of its responsibilities under the *Act*.

Mandate

The Canadian Museum of History is a federal Crown corporation responsible for two national museums: the Canadian Museum of History and the Canadian War Museum. The corporation is also responsible for administering Digital Museums Canada and presenting the Virtual Museum of New France. The corporation’s mandate is to enhance Canadians’ knowledge, understanding and appreciation of events, experiences, people, and objects that reflect and have shaped Canada’s history and identity, while also enhancing their awareness of world history and cultures.

The Canadian Museum of History did not have any non-operating subsidiaries during the reporting period in question.

Access to Information and Privacy Office

The Access to Information and Privacy (ATIP) Office is the dedicated unit within the Museum responsible for coordinating compliance activities under the *Privacy Act*. The ATIP Office is found within the Reconciliation, Engagement and Government Affairs Portfolio.

The ATIP Office is responsible for processing all requests for personal information submitted to the Canadian Museum of History. It provides privacy advice to senior management and prepares reports to Parliament, the Treasury Board Secretariat, and senior management. The ATIP Office is accountable for developing and implementing effective policies, guidelines, systems, and procedures to ensure that the corporation fulfills its obligations under the *Act*. The ATIP Office represents the Museum in complaints and investigations conducted by the Information Commissioner and Privacy Commissioner of Canada, and in any Federal Court applications arising from ATIP matters.

The ATIP Office consists of the Director, Evaluation, Audit and Regulatory Affairs and the ATIP and Integrity Officer. Three part-time consultants were retained during the reporting period —

one to support the continuity of ATIP office operations and two for specific privacy risk assessments.

The corporation is responsible for exercising powers, duties, and functions under the *Act*. The corporation has not entered into any service agreements with another federal institution under section 73.1 of the *Act*.

Delegation Order

In accordance with section 73(1) of the *Act*, the President and Chief Executive Officer (CEO), as head of the Museum, has delegated the powers, duties, and functions for the administration of the *Act* to the Vice-President, Corporate Strategy and Government Affairs.¹ The signed and dated Delegation Order is provided as Appendix A of this Report.

Highlights of the *Privacy Act* Statistical Report

Table 1: Details of Privacy Requests Closed During 2023-2024

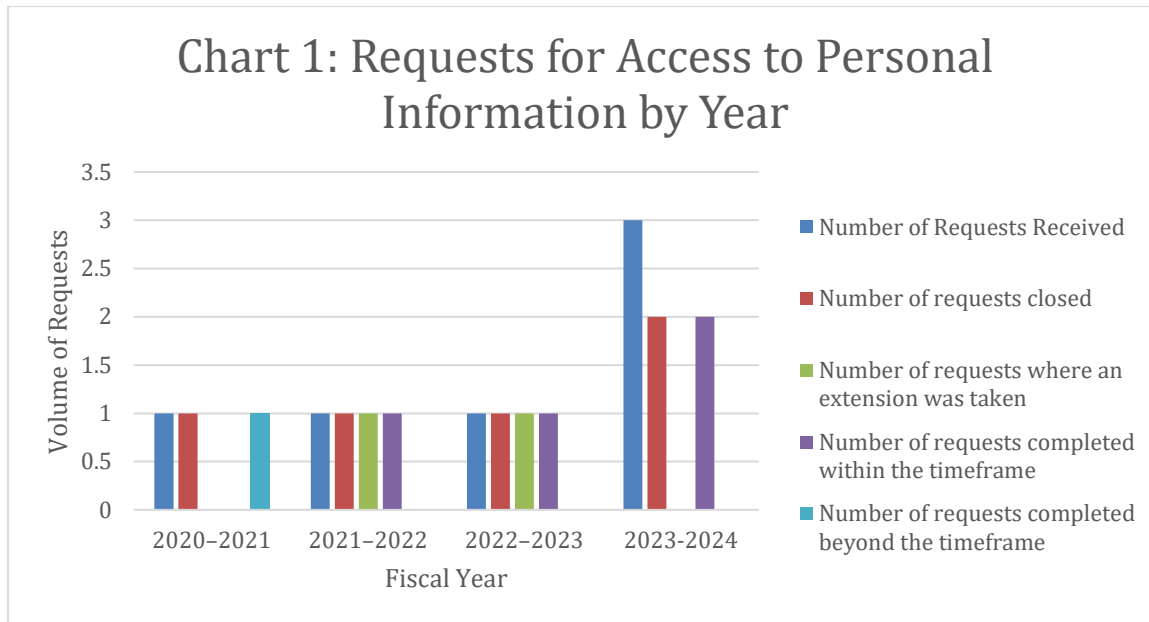
Privacy Request	Number of Days to Complete	Status	Number of Pages Disclosed
P-2023-01	12	Request Transferred	0
P-2023-02	11	Request Abandoned	0

During 2023-2024, the Museum completed two-thirds or 67% of requests for personal information received within legislative timelines. In total, the Museum received three requests for personal information during the reporting period – two of which were closed during the 2023-2024 fiscal year. As reported in Table 1 above, both requests were closed within 15 days of receipt.

The Museum did not take any extensions for the two closed requests. However, the Museum extended the third request, P-2023-03, for 30 days due to interference with government operations under section 15(a)(i) of the *Act*. This request remained open past the time limit as of March 31, 2024. Extended processing time is required due to the large volume of pages to be reviewed (over 12,000 pages) and the limited resources available. The Canadian Museum of History did not carry any requests over to 2023-2024 from previous years.

As demonstrated by Table 1, the two requests were closed with statuses of “request transferred” and “request abandoned”. 0% of closed requests had a status of “all disclosed” or disclosed in part”. As noted in Chart 1 below, the low volume of requests received is consistent with data from previous reporting periods.

¹ In May 2024, the title Vice-President, Corporate Strategy and Government Affairs was changed to Vice-President, Reconciliation, Engagement and Government Affairs. Except for the Delegation of Authority Order the new title has been used throughout the report to ensure consistency and currency.



No consultations or requests for corrections to personal information were received during the reporting period.

Further information can be found in the Statistical Report on the *Privacy Act* and the Supplemental Access to Information and Privacy Statistical Form for the 2023–2024 fiscal year, provided as Appendix B and Appendix C of this Annual Report. In addition, you can learn more about the process of making a request for personal information by consulting the [Museum’s website](#).

Training and Awareness

During the reporting period, the ATIP Office conducted four presentations on privacy best practices as part of employee training for the new Financial Information Management System. The ATIP Office presented the Museum’s new Privacy Policy to the senior leadership team and the draft Board of Trustee ATIP guidelines to the Governance and HR Committee of the Board of Trustees. As part of the roll out of the new Privacy Policy, the Museum will hold ATIP awareness sessions in fiscal year 2024-2025.

The ATIP Office remains responsible for providing education and training activities. The ATIP Office provides ongoing advice to employees during the processing of requests, to ensure the fulfillment of the Museum’s obligations under the *Act*.

Policies, Guidelines, Procedures and Initiatives

The Museum approved a new Privacy Policy accompanied by Privacy Breach Procedures and Privacy Impact Assessment Procedures during the 2023-2024 fiscal year. The Privacy Policy establishes principles, roles, and responsibilities for privacy management at the Museum. The two procedure documents outline roles and responsibilities in the specific contexts of privacy impact assessments and privacy breaches. Collectively, these documents create a foundation for the Museum’s privacy program.

The Canadian Museum of History did not initiate any new collections or consistent uses of the Social Insurance Number during fiscal year 2023-2024.

Initiatives and Projects to Improve Privacy

The Museum launched an updated privacy notice on the [Canadian Museum of History](#) and [Canadian War Museum](#) websites. The new notice promotes transparency in a wide variety of Museum initiatives that collect personal information. In addition, stand alone privacy notices were published for the Museum [membership](#) and [financial donations](#) processes.

Complaints, Investigations, and Audits

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

The Museum received no complaints during the reporting period, and no investigations were carried out. In addition, no audits regarding Museum obligations under the *Act* were undertaken during the reporting period.

Material Privacy Breaches

The TBS defines a material privacy breach as one that "could reasonably be expected to create a real risk of significant harm to an individual." The TBS requires government institutions to report material privacy breaches to both the TBS and the Privacy Commissioner of Canada.

There were no material privacy breaches during the reporting period and, accordingly, no reports were submitted to the 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 the collecting of personal information for administrative purposes.

The Canadian Museum of History completed a privacy impact assessment on its Financial Information Management System (FMIS). The FMIS system is an accounting and procurement tool that assists the Museum with financial processes. The FMIS platform migrated from an on-premise network to the cloud resulting in a significant change in the flow of personal information.

In the 2023-2024 reporting period, a PIA was completed to identify the privacy risks associated with the cloud-based FMIS system. Seven privacy risks were identified with efforts ongoing to address them. Key responses include the adoption of the Museum's Privacy Policy (completed 2023-2024) and the offering of corporate-wide ATIP training (to occur 2024-2025).

The TBS requires government institutions to post summaries of their completed PIAs on their corporate websites. Fulfilment of this requirement is in progress by the Museum.

Public Interest Disclosures

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

The Museum did not make any public interest disclosures under section 8(2)(m) of the *Act* during the reporting period.

Monitoring Compliance

The Museum monitors compliance with activities on the *Act* on an ongoing basis. Please see Table 2 for further details.

Table 2: *Privacy Act* Monitoring Activities

Compliance Activity	Canadian Museum of History Employee Responsible	Measures Taken	Frequency
Request for Personal Information Processing	Director, Evaluation, Audit and Regulatory Affairs	The ATIP and Integrity Officer provides weekly verbal and written status reports to the Director, Evaluation, Audit, and Regulatory Affairs on ongoing requests for personal information.	Weekly
Request for Personal Information Processing	ATIP and Integrity Officer	The ATIP and Integrity Officer sends record retrieval emails to program areas who may have records. Should the program area not respond, the ATIP and Integrity Officer follows up.	As needed
Request for Personal Information Approval Process	Vice-President, Reconciliation, Engagement, and Government Affairs	The Director, Evaluation, Audit, and Regulatory Affairs and Vice-President, Reconciliation, Engagement, and Government Affairs review and approve request for personal information release packages prior to release.	Ongoing
Request for Personal Information Approval Process	ATIP and Integrity Officer	The ATIP and Integrity Officer sets the timeframe for the approval process and tracks the progress of each individual file. Follow up with management is done as needed.	Ongoing
Inter-Institutional Consultation for	Director, Evaluation, Audit,	The ATIP and Integrity Officer and the Director, Evaluation,	Weekly

Compliance Activity	Canadian Museum of History Employee Responsible	Measures Taken	Frequency
Requests for Personal Information	and Regulatory Affairs	Audit, and Regulatory Affairs discuss ongoing requests for personal information at a weekly bilateral meeting. The ATIP and Integrity Officer must justify to the Director, Evaluation, Audit, and Regulatory Affairs why an inter-institutional consultation should be undertaken. Any inter-institutional consultations are recorded in the request for personal information tracking spreadsheet.	
Disclosure of Frequently Requested Personal Information by Alternative Means	Vice-President, Reconciliation, Engagement and Government Affairs	The Director, Evaluation, Audit, and Regulatory Affairs and the ATIP and Integrity Officer monitor formal and informal requests for personal information through a tracking spreadsheet. Frequently requested subjects are brought to the attention of the Vice-President, Reconciliation, Engagement, and Government Affairs who decides if the information should be made available proactively.	As needed
Privacy Protections in Contracts, Agreements, and Arrangements	Vice-President, Reconciliation, Engagement, and Government Affairs; Manager, Contracting	The Vice-President, Reconciliation, Engagement, and Government Affairs reviews all information sharing agreements and arrangements prior to being finalized. The Vice-President ensures that these instruments take personal information protection into account. The Museum is in the process of updating its ATIP contracting language.	As needed

APPENDIX A: DELEGATION ORDER



PRIVACY ACT

Delegation of Authority

In accordance with section 73 of the *Privacy Act*, I, Caroline Dromaguet, Interim President and Chief Executive Officer (the head) of the Canadian Museum of History (CMH) hereby delegate the powers, duties and functions covered by the under-listed sections and subsections of the *Act*, to the CMH's Vice-President, Corporate Strategy and Government Affairs:

Sections and subsections	Sections and subsections	Sections and subsections	Sections and subsections
8 (2) (j), (m)	17(3)(b)	24	35 (1), (4)
8 (4), (5)	18 (2)	25	36 (3)
9 (1), (4)	19 (1), (2)	26	37 (3)
10	20	27	51 (2) (b), (3)
14	21	28	72 (1)
15	22	31	9, 11 (2) and (4), (13) (1) and 14 of the <i>Privacy Regulations</i> .
17 (2) (b)	23	33 (2)	

Caroline Dromaguet
Interim President and Chief Executive Officer

Date: February 11, 2022

Heather Paszkowski
Vice-President, Corporate Strategy and
Government Affairs

Date: February 8, 2022

100, rue Laurier Street
Gatineau QC K1A 0M8
Canada
museedelhistoire.ca
historymuseum.ca

1, place Vimy Place
Ottawa ON K1A 0M8
Canada
museedelaguerra.ca
war museum.ca

Canada

APPENDIX B: STATISTICAL
REPORT ON THE *ACCESS TO
INFORMATION ACT*

Statistical Report on the *Privacy Act*

Name of institution: Canadian Museum of History and Canadian War Museum
 Reporting period: 2023-04-01 to 2024-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		3
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		3
Closed during reporting period		2
Carried over to next reporting period		1
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	1	

1.2 Channels of requests

Source	Number of Requests
Online	3
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	3

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	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages 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 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	1	0	0	0	0	0	0	1
Request abandoned	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	2	0	0	0	0	0	0	2

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, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	1

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	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	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	1	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
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 (%)	100

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
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
Total	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
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 ConfidenceSection (Section 70)	External	Internal	
0	0	0	0	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 ConfidenceSection (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater								0
Total	0	0	0	0	0	0	0	0

Section 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	1
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	44	0	0	0
Total	45	0	0	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	2
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Section 12: Resources Related to the Privacy Act**12.1 Allocated Costs**

Expenditures		Amount
Salaries		\$86,665
Overtime		\$0
Goods and Services		\$52,318
• Professional services contracts	\$50,323	
• Other	\$1,995	
Total		\$138,983

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.750
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.170
Students	0.000
Total	0.920

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: Canadian Museum of History and Canadian War Museum

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

Section 1: Open Requests and Complaints Under the *Access to Information Act*

Section 1: Open Requests and Complaints Under the *Access to Information Act*

1.1 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	1	0	1
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	1	0	1

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

1.2 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 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 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	0	1	1
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	0	1	1

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
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Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
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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*

