Canadian Northern Economic Development Agency | Agence canadienne de développement économique du Nord

Canadian Northern Economic Development Agency (CanNor)

2022-2023 Annual Report to Parliament on the *Privacy Act*

Canada

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Aussi disponible en français

1. Introduction

The *Privacy Act* provides Canadian citizens and people present in Canada the right of access to, and correction of, information about them that is held by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose, and dispose of any personal information. This report summarizes the activities of CanNor in implementing the *Act,* and fulfils the requirement under Section 72, which stipulates that the head of every government institution shall prepare for submission to Parliament an annual report on the administration of this Act within the institution during each financial year.

Mandate

CanNor works with partners to advance economic development in Canada's territories. The Agency supports, invests in and advocates for national, territorial and community level economic development; fosters growth and innovation; contributes to building capacity; and invests in foundational economic development projects in the territories. In addition, through the Northern Projects Management Office the Agency coordinates federal participation in the territorial environmental review processes and maintains the Crown consultation record for major projects.

The Agency works closely with all federal partners to advance a whole of government approach to economic development in the territories.

CanNor supports the implementation of the Government of Canada priorities and the mandate letter for the Minister of Northern Affairs, Minister Responsible for Prairies Economic Development Canada and Minister responsible for the Canadian Northern Economic Development Agency.

2. Organizational Structure

For the purposes of the *Privacy Act*, the President of CanNor has delegated powers, duties and functions under the *Act* to the Corporate Secretary who performs the role of ATIP Coordinator responsible for leading the ATIP Program. The ATIP Coordinator administers the *Act* with assistance from an Administrative Officer. During the reporting period, CanNor was not party to any service agreements under section 73.1 of the *Privacy Act.*

The ATIP Coordinator is accountable for the development, coordination, and implementation of effective policies, guidelines, systems, and procedures to meet responsibilities under the *Act,* and to permit processing requests, and disclosure of information. Additionally, the ATIP Coordinator provides strategic support and advice to the executive management of the Agency regarding the administration of the ATIP program, and is responsible for all privacy activities and operations pursuant to the *Act* such as:

- processing and responding to all formal requests and interdepartmental consultations under the *Privacy Act*;

- providing strategic advice to the Agency about privacy-related issues;
- preparing guidance documents in support of privacy legislation;
- updating and registering personal information banks;
- preparing the Annual Report to Parliament on the *Privacy Act*;
- training employees on their roles and responsibilities under the *Privacy Act*; and
- replying to informal inquiries.

3. Delegation Order

The President's *Privacy Delegation Order* (Annex A) was updated on March 23, 2020. It provides delegated authority to the Corporate Secretary and the Manager, IM/IT and Chief Information Officer.

4. Performance 2022-2023

CanNor's 2022-2023 Statistical Report on the *Privacy Act* is attached as Annex B. The following is an overview of key data on CanNor's performance for the fiscal year:

a) Requests Received Under the *Privacy Act*

CanNor received one new request during the 2022-2023 reporting period and one request was carried over from the 2021-2022 reporting period. Two requests were processed and closed. The closed requests were completed within 1 to 15 days and no existing records were found. No extensions were taken and CanNor closed all requests on time, leading to a 100% rate of completion within legislated timelines. No informal requests were received or processed outside the *Privacy Act* during this reporting period or during the past three reporting periods. CanNor has no active complaints.

The following table shows a comparison for the past three years with respect to Privacy requests received and outstanding.

Privacy Requests	2020-2021	2021-2022	2022-2023
Received during reporting period	0	2	1
Outstanding from previous reporting period	0	0	1
Total	**0**	**2**	**2**

The following table shows a comparison for the past three years with respect to Privacy requests closed and carried over.

Privacy Requests	2020-2021	2021-2022	2022-2023
Closed during reporting period	0	1	2
Carried over to next reporting period	0	1	0
Total	0	2	2

b) Consultations Received from other Government of Canada Institutions

No consultations from other Government of Canada Departments were received during 2022-2023 and none were carried forward from 2021-2022 reporting period.

The following table shows the comparison for the past three years with respect to Consultation requests received and outstanding.

Consultation Requests	2020-2021	2021-2022	2022-2023

Received during reporting period	0	0	0
Outstanding from previous reporting period	0	0	0
Total	**0**	**0**	**0**

The following table shows the comparison for the past three years with respect to Consultation requests closed and carried over.

Consultation Requests	2020-2021	2021-2022	2022-2023
Closed during reporting period	0	0	0
Carried over to next reporting period	0	0	0
Total	**0**	**0**	**0**

c) Impacts of COVID-19-related Measures and Implemented Mitigation Measures

From the start of the pandemic, including the time period of April 1, 2022, to March 31, 2023, CanNor's ATIP Coordinator and Administrative Officer were provided with network access from their home in order to respond to Access to Privacy requests as well as consultation requests received from other Government of Canada institutions. Outside of periodic, locally mandated stay-at-home orders, office building access was available on an as needed basis in case any non-electronic documents or documents labelled "Secret" needed to be reviewed. However, the Agency did not receive any requests during this time period, therefore, COVID-19-related measures had no impact on its ability to fulfil its responsibilities under the *Privacy Act*.

5. Training and Awareness

Formal training was conducted during the CanNor Administrative Professionals Annual Training Meeting in January, 2023. This session captured all sectors of CanNor and focused on record collection, internal processes, timelines and exemptions. In addition, informal briefings were provided to CanNor Middle Managers on the administration of the *Privacy Act.* These were conducted one-on-one as needed by way of video or phone call.

6. Policies, Guidelines, Procedures and Initiatives

CanNor did not implement or amend any institution-specific Privacy policies, guidelines, procedures or initiatives during the reporting period. The Agency did not receive authority for any new collections or new consistent uses of Social Insurance Numbers during the reporting period.

7. Initiative and Projects to Improve Privacy

In addition to providing enhanced training to employees and managers on implementing the *Privacy Act*; the agency actively employs TBS approved technological tools, including Access Pro Case Management and the ATIP on-line portal, to efficiently process requests.

8. Summary of Key Issues and Actions Taken on Complaints or Audits

There were no complaints received concerning the administration of the *Privacy Act*, and no audits, investigations or appeals to the Federal Court were undertaken.

9. Material Privacy Breaches

No material privacy breaches occurred during the 2022-2023 reporting period.

10. Privacy Impact Assessment

During the reporting period, CanNor did not complete any *Privacy Impact Assessments* and no assessments were forwarded to the Office of the Privacy Commissioner.

11. Public Interest Disclosures

There were no disclosures pursuant to paragraph 8(2)(*m*) for the 2022-2023 period.

12. Monitoring Compliance

As the official responsible for completion timelines, the Corporate Secretary and ATIP Coordinator is made aware of new and outstanding requests on a continual basis. A shared request database is used when processing Privacy requests which tracks deadlines and allows for effective monitoring.

Annex A – Privacy Delegation Order

***Privacy Act* –**
Delegation Order

Pursuant to the powers of designation conferred upon me by Subsection 73(1) of the *Privacy Act*, the persons exercising the functions or positions of **Manager, IM/IT and Chief Information Officer** (position number 000139900), and **Corporate Secretary** (position number 146270) and their respective successors, including in their absence, a person or officer designated in writing to act in the place of the holder of any such functions or positions are hereby designated to exercise those powers, duties or functions of the President as the Head of the government institution under the *Act*, and as set out in the attached Schedule A and B.

***Loi sur la protection des renseignements personnels* -**
Ordonnance de délégation de pouvoirs

En application des pouvoirs de désignation qui me sont conférés en vertu de l'article 73(1) de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente les employés exerçant des fonctions ou occupant le poste de **Gestionnaire, GI / TI et dirigeant principal de l'information** (numéro de poste 000139900) et le **Secrétaire Général** (numéro de poste 146270) et les employés qui les succéderont, y compris les employés qui les remplacent en leur absence, ou toute personne ou agent désigné par écrit pour les remplacer à exercer ces pouvoirs, responsabilités ou fonctions dévolus au président en tant que Chef de cette institution administrative en vertu de la *loi*, et tels qu'énoncés dans l'annexe A et B, ci-jointes.

Isaak, Paula

Digitally signed by Isaak, Paula
Date: 2020.03.23 15:44:31
-04'00'

President - Canadian Northern Economic Development Agency
Présidente - Agence canadienne de développement économique du Nord

Dated at Ottawa, the 23rd of March, 2020
Signé à Ottawa, le 23 mars, 2020

CANADIAN NORTHERN ECONOMIC DEVELOPMENT AGENCY
SCHEDULE TO DELEGATION ORDER

DESIGNATION PURSUANT TO SECTION 73 OF THE PRIVACY ACT

Sections and Powers, Duties or Functions

8(2)	Disclose personal information without the consent of the individual to whom it relates
8(4)	Keep copies of requests made under 8(2)(e), keep records of information disclosed pursuant to such requests and to make those records available to Privacy Commissioner
8(5)	Notify the Privacy Commissioner in writing of disclosure under paragraph 8(2)(m)
9(1)	Retain a record of use of personal information
9(4)	Notify the Privacy Commissioner of consistent use of personal information and update index accordingly
10	Include personal information in personal information banks
11(a)	Publish annually an index of all personal information banks and their respective contents
11(b)	Publish annually an index of all personal information held by the institution which is not part of a bank
14	Respond to request for access, within statutory deadline; give access or give notice
15	Extend time limit and notify applicant
16	Where access is refused
17(2)(b)	Language of access or alternative format of access
17(3)(b)	Access to personal information in alternative format
18(2)	May refuse to disclose information contained in an exempt bank
19(1)	Shall refuse to disclose information obtained in confidence from another government
19(2)	May disclose any information referred to in 19(1) if the other government consents to the disclosure or makes the information public
20	May refuse to disclose information injurious to federal-provincial affairs
21	May refuse to disclose information injurious to international affairs and/or defence
22	May refuse to disclose information injurious to law enforcement and investigation
23	May refuse to disclose information injurious to security clearances
24	May refuse to disclose information collected by the Canadian Penitentiary Service, the National Parole Service or the National Parole Board

25	May refuse to disclose information injurious to which could threaten the safety of individuals
26	May refuse to disclose information about other individuals, and shall refuse to disclose such information where disclosure is prohibited under section 8
27	May refuse to disclose information subject to solicitor-client privilege
28	May refuse to disclose information relating to an individual's physical or mental health where disclosure is contrary to the best interests of the individual
31	Receive notice of investigation by the Privacy Commissioner
33(2)	Make representations to the Privacy Commissioner during an investigation
35(1)	Receive the Privacy Commissioner's report of findings of the investigation and give notice of action taken
35(4)	Give complainant access to information after 35(1)(b) notice
36(3)	Receive Privacy Commissioner's report of findings of investigation of exempt
37(3)	Receive report of Privacy Commissioner's findings after compliance investigation where the institution has not complied with sections 4 to 8
51(2)(b)	Request that matter be heard and determined in National Capital Region
51(3)	Request and be given right to make representations in Section 51 hearing
72(1)	Prepare Annual Report to Parliament
77	Carry out responsibilities conferred on the head of the institution by the regulations made under section 77 which are not included above

CANADIAN NORTHERN ECONOMIC DEVELOPMENT AGENCY
SCHEDULE TO DELEGATION ORDER

DESIGNATION PURSUANT TO SECTION 73 OF THE PRIVACY ACT

Sections and Powers, Duties or Functions

10	Include personal information in personal information banks
11(a)	Publish annually an index of all personal information banks and their respective contents
11(b)	Publish annually an index of all personal information held by the institution which is not part of a bank
15	Extend time limit and notify applicant
31	Receive notice of investigation by the Privacy Commissioner

Government of Canada | Gouvernement du Canada

Statistical Report on the *Privacy Act*

Name of institution: Canadian Northern Economic Development Agency

Reporting period: April 1, 2022 to March 31, 2023

Section 1: Requests Under the *Privacy Act*

1.1a Number of requests received

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		2

1.1b Number of requests closed and carried over

		Number of Requests
Closed during reporting period		2
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	
Total		2

1.2 Channels of requests

Source	Number of Requests
Online	1
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	1

2.1 a 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

2.1 b Number of informal requests closed and carried over

	Number of Requests
Closed during reporting period	0
Carried over to next reporting period	0
Total	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

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

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

3.1 Disposition and completion time

Disposition of 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
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	2	0	0	0	0	0	0	2
Request abandoned	0	0	0	0	0	0	0	0
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 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
Total	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
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

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

6.1 Reasons for extensions

	15(a)(i) Interference with operations				15 (a)(ii) Consultation			
Number of extensions taken	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	15(b) Translation purposes or conversion
0	0	0	0	0	0	0	0	0

6.2 Length of extensions

	15(a)(i) Interference with operations				15 (a)(ii) Consultation			
Length of Extensions	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	15(b) Translation purposes or conversion
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	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

7.1a 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

7.1b Consultations closed and carried over 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
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
Total	0	0	0	0

7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

	Number of Days Required to Complete Consultation Requests							
Recommendation	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
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

	Number of days required to complete consultation requests							
Recommendation	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
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

8.1 Requests with Legal Services

	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
Number of Days	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

	Fewer Than 100 Pages Processed		100–500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
Number of Days	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 31	Section 33	Section 35	Court action	Total

0	0	0	0	0

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
Total	**0**	**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	0

12.1 Allocated Costs

Expenditures		Amount
Salaries		$2,000
Overtime		$0
Goods and Services		$0
• Professional services contracts	$0	
• Other	$0	
Total		**$2,000**

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.020
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.020

Note: Enter values to three decimal places.