

Canada Hibernia Holding Corporation

Privacy Act

Annual Report to Parliament

April 1, 2023 – March 31, 2024

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Introduction

The *Privacy Act* (Revised Statutes of Canada, Chapter A-1, 1985) was proclaimed on July 1, 1983. The *Privacy Act* (the “Act”) extends to individuals the right of access to information about themselves held by federal institutions, subject to specific and limited exceptions. The law also protects the individual’s privacy by preventing others from having access to personal information and gives individuals substantial control over its collection and use.

Canada Hibernia Holding Corporation (“CHHC” or the “Corporation”) became subject to the *Privacy Act* on September 1, 2007.

This Annual Report to Parliament on the administration of the *Privacy Act* is prepared and tabled in Parliament in accordance with section 72 of the *Act* and covers the period from April 1, 2023 to March 31, 2024.

The Corporation was established in 1993 under the *Canada Business Corporations Act*, to hold an interest in oil and gas exploration and development.

Canada Hibernia Holding Corporation was established in 1993 and holds and manages the federal government’s minority ownership interests of 8.5% and 5.67% in the Hibernia Development Project (“HDP”) and Hibernia Southern Extension Unit (“HSE Unit”) respectively (together “Hibernia”), which is an oilfield offshore Newfoundland and Labrador.

CDEV doesn’t have any non-operational subsidiaries during this reporting period.

Organizational Structure

CHHC reports to Parliament through its parent company, CDEV, and is managed in Calgary, AB by a small group of professionals which is experienced in the oil industry and provides expertise in technical operations, marketing, transportation, and finance.

Two full-time CDEV employees are dedicated part-time to Access to Information and Privacy (“ATIP”) activities for CDEV and its subsidiaries, excluding TMC which has its own ATIP Coordinator and staff. The ATIP department consists of the ATIP Coordinator and one analyst. CDEV retains advice from external legal counsel and independent consultants as needed. CDEV currently has one independent ATIP consultant working approximately 0.25 FTEs.

The Corporation is party to management service agreements with CDEV under section 73.1 of the *Privacy Act*.

Delegation Order

The Delegation of Authority Order (Appendix A) is reviewed annually by the head of the organization. The authority to approve or deny the release of departmental information requested under the *Act* is shared by the Chief Executive Officer and the ATIP Coordinator

Performance and Highlights of the 2023-2024 Statistical Report

Appendix B provides a summarized statistical report on the requests for personal information received under the *Privacy Act* from April 1, 2023 to March 31, 2024.

One new formal request was received during the reporting period and none were carried over from the previous fiscal year. The one request was closed on or before March 31, 2024 resulting in an overall timeline compliance rate of 100%. None were carried forward to the next reporting period. One request, or 100% of all requests, were closed within 0 to 15 days and resulted in no responsive records.

No active requests are outstanding from previous reporting periods.

No active complaints are outstanding from previous reporting periods, and none were received during the current reporting period.

No consultations for other institutions were completed during this reporting period.

A Supplementary Statistical Report is included in this report.

Training and Awareness

CDEV management meets regularly with the ATIP office to discuss specific requests and consultations as required. Management is briefed on the status of files and reporting requirements on a regular basis. Summaries of formal and informal ATIP requests as well as consultations and any complaints if any for CDEV and its subsidiaries are presented to the board of directors at least annually.

ATIP training was provided to all new staff and directors of CDEV and some subsidiaries in January and June 2024. The sessions consisted of two parts, the first being a general information session and the second being an in-depth briefing targeted dominantly at the offices of primary interest.

Informal briefings, and one-on-ones, are scheduled as needed. The executive team is informed by email as soon as a new request is received.

Policies, Guidelines, Procedures and Initiatives

CDEV's privacy policy, which applies to CHHC, is reviewed by the board of directors regularly and amended as required. The privacy policy was last reviewed and updated in May 2024.

There were no new and/or revised institution-specific privacy related policies, guidelines, procedures or initiatives implemented in the institution during the reporting period.

Initiatives and Projects to Improve Privacy

In addition to traditional methods of receiving requests such as mail and electronic mail, CDEV uses ATIP Online Management Tools ("AOMT") to receive requests from the public.

CDEV utilizes Access Pro Case Management Redaction software as needed to process requests and apply relevant redactions if and when necessary.

CDEV's website contains a section dedicated to Access to Information and Privacy, where individuals can learn about CDEV's activities and make a request for information. CDEV's website has been upgraded to meet accessibility requirements.

Summary of Key Issues and Actions Taken on Complaints or Audits

No complaints were filed with the Privacy Commissioner of Canada against the Corporation in 2023-2024 and there are no active complaints outstanding from previous reporting periods.

Material Privacy Breaches

There were no material privacy breaches during the reporting period, and none were reported to the Office of the Privacy Commissioner or the Treasury Board of Canada Secretariat.

Privacy Impact Assessments

At March 31, 2024, no required privacy impact assessments have been identified by the Corporation. No privacy impact assessments were completed during the reporting period.

Public Interest Disclosures

No public interest disclosure was made under paragraph 8 (2)(m) of the *Privacy Act* in this reporting period.

Monitoring Compliance

Outstanding requests are reviewed regularly to ensure the file is current and processing times are met. The ATIP department holds weekly meetings to ensure that all files are being processed efficiently, timely and in accordance with the Act.

The ATIP office uses file trackers and calendar reminders; files are kept and updated to ensure that all requests and their deadlines, as well as any extensions, are being accurately tracked and respected. Requests are reviewed to determine whether consultations are necessary and are taken only when required for the proper exercise of discretion or if there is an intention to disclose. Where information is requested and similar requests have been made, we will refer the requestor to these previous releases as well.

AOMT is accessed every Monday and Friday by the ATIP department to make sure that all new requests have been noted and accounted for.

Appendix A – *Privacy Act* Designation Order

DESIGNATION/ DÉLÉGATION

PRIVACY ACT / LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Privacy Act Designation Order

By this order made pursuant to section 73 of the *Privacy Act*, I hereby authorize those officers and employees of the Canada Development Investment Corporation and subsidiaries (excluding Trans Mountain Corporation) occupying, on an acting basis or otherwise, the positions identified within the attached schedule to perform on my behalf any of the powers, duties, or functions specified therein.

This designation replaces and repeals all previous orders.

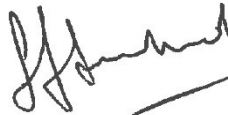
Dated in Vancouver on this 6 day of September 2021

Arrêté sur la délégation en vertu de la Loi sur la protection des renseignements personnels

Par le présent arrêté pris en vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, j'autorise les agents et les employés du Corporation de développement des investissements du Canada et les filiales (sauf la Corporation Trans Mountain) occupant, par intérim ou autrement, les postes identifiés dans l'annexe ci-jointe à exercer en mon nom, les attributions, les fonctions et les pouvoirs qui y sont spécifiés.

Le présent document remplace et annule tous les arrêtés antérieurs.

Fait à Vancouver en ce 6 jour en septembre 2021



Stephen Swaffield

Chairperson - Canada Development Investments Corporation /
Le Président - Corporation de développement des investissements du Canada

Schedule 1Designation Order- *Privacy Act*

| Powers, Duties or Functions | Section | CEO |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------|
| To disclose personal information to an investigative body specified in the regulations, on the written request of the body, for the purpose of enforcing any law of Canada or a province or carrying out a lawful investigation, if the request specifies the purpose and describes the information to be disclosed | 8(2)(e) | yes |
| To disclose personal information when public interest outweighs invasion of privacy or when disclosure benefits the individual | 8(2)(m) | yes |

Schedule 2Designation Order- *Privacy Act*

| | Section | CEO | ATIP Coordinator |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------|-----------------------------|
| To disclose personal information when satisfied that the purpose for which the information is disclosed cannot reasonably be accomplished unless the information is provided in a form that identifies the person to whom it relates and to obtain a written undertaking that no subsequent disclosure of the information will be made in a form that could reasonably be expected to identify the individual to whom it relates | 8(2)(j) | yes | yes |
| To keep copies of requests made under 8(2)(e), keep records of information disclosed pursuant to such requests and make those copies and records available to the Privacy Commissioner | 8(4) | yes | yes |
| To notify the Privacy Commissioner in writing of disclosure under paragraph 8(2)(m) | 8(5) | yes | yes |
| To retain a record of use of personal information | 9(1) | yes | yes |
| To notify the Privacy Commissioner of consistent use of personal information and update index accordingly | 9(4) | yes | yes |
| To include personal information in personal information banks | 10 | yes | yes |
| To give written notice as to whether or not access will be given | 14(a) | yes | yes |
| To give access to requester | 14(b) | yes | yes |
| To extend time limit and give notice of extension | 15 | yes | yes |

| | | | |
|--------------------------------------------------------------------------------|----------|-----|-----|
| To determine the necessity for a translation or interpretation of a record | 17(2)(b) | yes | yes |
| To determine whether a record should be provided in an alternative format | 17(3) | yes | yes |
| To refuse to disclose personal information referred to in that section | 18(2) | yes | yes |
| To refuse to disclose personal information referred to in that section | 19(1) | yes | yes |
| To disclose, with consent, personal information referred to in that subsection | 19(2) | yes | yes |
| To refuse to disclose personal information referred to in that section | 20 | yes | yes |
| To refuse to disclose personal information referred to in that section | 21 | yes | yes |
| To refuse to disclose personal information referred to in that section | 22 | yes | yes |
| To refuse to disclose personal information referred to in that section | 22.3 | yes | yes |
| To refuse to disclose personal information referred to in that section | 23 | yes | yes |
| To refuse to disclose personal information under that section | 24 | yes | yes |
| To refuse to disclose personal information under that section | 25 | yes | yes |
| To refuse to disclose personal information under that section | 26 | yes | yes |
| To refuse to disclose personal information under that section | 27 | yes | yes |
| To refuse to disclose personal information under that section | 27.1 | yes | yes |
| To refuse to disclose personal information under that section | 28 | yes | yes |
| To receive notice of investigation by the Privacy Commissioner | 31 | yes | yes |
| To make representations to the Privacy Commissioner | 33(2) | yes | yes |
| To receive the report of findings of the investigation | 35(1) | yes | yes |

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------|----------|-----|-----|
| and give notice of action taken or proposed to be taken or reasons why no action has been or is proposed to be taken | | | |
| To provide access to personal information | 35(4) | yes | yes |
| To receive the report of findings of the investigation of files in exempt banks | 36(3) | yes | yes |
| To receive the report of findings after investigation in respect of personal information | 37(3) | yes | yes |
| To request that the matter be heard and determined in the National Capital Region | 51(2)(b) | yes | yes |
| To request the opportunity to make representations <i>ex parte</i> | 51(3) | yes | yes |
| To prepare annual report for submission to Parliament | 72 | yes | yes |
| Provision of privacy services | 73.1 | yes | yes |
| To carry out responsibilities conferred on the head of the institution by regulations made under section 77, not included above | 77 | yes | yes |

Appendix B – Statistical Report on the *Privacy Act*

Statistical Report on the *Privacy Act*

Name of institution: Canada Hibernia Holding Corporation

Reporting period: 4/1/2023 to 3/31/2024

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

| | | Number of Requests |
|---------------------------------------------------|---|--------------------|
| Received during reporting period | | 1 |
| Outstanding from previous reporting periods | | 0 |
| • Outstanding from previous reporting period | 0 | |
| • Outstanding from more than one reporting period | 0 | |
| Total | | 1 |
| Closed during reporting period | | 1 |
| 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 | 1 |
| E-mail | 0 |
| Mail | 0 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 1 |

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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

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 | 0 |

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 | 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 | 1 |
| 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 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 |
| 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 |
|-----------------------------------------|---|

Section 12: Resources Related to the Privacy Act**12.1 Allocated Costs**

| Expenditures | Amount |
|-----------------------------------|----------------|
| Salaries | \$856 |
| Overtime | \$0 |
| Goods and Services | \$462 |
| • Professional services contracts | \$462 |
| • Other | \$0 |
| Total | \$1,318 |

12.2 Human Resources

| Resources | Person Years Dedicated to Privacy Activities |
|----------------------------------|----------------------------------------------|
| Full-time employees | 0.007 |
| Part-time and casual employees | 0.000 |
| Regional staff | 0.000 |
| Consultants and agency personnel | 0.002 |
| Students | 0.000 |
| Total | 0.009 |

Note: Enter values to three decimal places.

Appendix C – Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*



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

Name of institution: Canada Hibernia Holding Corporation

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

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 | 0 | 0 | 0 |
| 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 | 0 | 0 |

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 | 0 | 0 |
| 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 | 0 | 0 |

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 |
|--------------------------------------------------------------------------------------------|----|

Section 4: Universal Access under the Privacy Act

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

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*

