



National Security
and Intelligence
Review Agency

Office de surveillance des
activités en matière de sécurité
nationale et de renseignement

2023 - 2024

**Annual Report to Parliament on
the *Privacy Act***

National Security and Intelligence Review Agency Secretariat

April 1, 2023 to March 31, 2024

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Introduction

The *Privacy Act* (PA) gives individuals the right of access to information about themselves that is under the control of a government institution, subject to certain specific and limited exemptions and exclusions. The PA also protects the privacy of individuals by giving them substantial control over the collection, use and disclosure of their personal information, and by preventing others from having access to that information.

Section 72 of the PA requires the head of each government institution to prepare an annual report on the administration of the PA within the institution that is to be tabled in both Houses of Parliament.

This report to Parliament, which is prepared and tabled pursuant to section 72 of the PA, describes the activities of the National Security and Intelligence Review Agency Secretariat in administering the PA during the period of April 1, 2023 to March 31, 2024 (the reporting period).

If you require more information or wish to make a request under the PA or the *Access to Information Act*, please direct your inquiries to the following:

Access to Information and Privacy Office
National Security and Intelligence Review Agency Secretariat
P.O. Box 2430, Station “D”
Ottawa, Ontario, K1P 5W5
Email: ATIP@nsira-ossnr.gc.ca

Who We Are

Established in July 2019, the National Security and Intelligence Review Agency (NSIRA) is an independent agency that reports to Parliament and conducts investigations and reviews of the federal government’s national security and intelligence activities.

The NSIRA Secretariat (the Secretariat) assists NSIRA in fulfilling its mandate. The Secretariat headed by an Executive Director, is designated as the government institution for the purposes of administering the PA and the *Access to Information Act*.

Mandate

The Secretariat supports NSIRA in its dual mandate to conduct reviews and investigations in relation to Canada’s national security or intelligence activities.

Reviews

NSIRA's review mandate is broad, as outlined in subsection 8(1) of the *National Security and Intelligence Review Agency Act (NSIRA Act)*. This mandate includes reviewing the activities of both the Canadian Security Intelligence Service (CSIS) and the Communications Security Establishment (CSE), as well as the national security or intelligence-related activities of any other federal department or agency. This includes, but is not limited to, the national security or intelligence activities of the Royal Canadian Mounted Police (RCMP), the Canada Border Services Agency (CBSA), the Department of National Defence (DND) and Canadian Armed Forces (CAF), Global Affairs Canada (GAC), and the Department of Justice. Further, NSIRA may review any national security or intelligence matter that a Minister of the Crown refers to NSIRA.

NSIRA's reviews assess whether Canada's national security and intelligence activities comply with relevant laws, policies, and ministerial directions, as well as whether they are reasonable and necessary. In conducting its reviews, NSIRA can make any findings or recommendations it considers appropriate.

Investigations

NSIRA is also responsible for investigating national security or intelligence-related complaints from members of the public. As outlined in paragraph 8(1)(d) of the *NSIRA Act*, NSIRA has the mandate to investigate complaints about:

- any activity of CSIS or of CSE;
- decisions to deny or revoke certain federal government security clearances;
- any complaint referred under subsection 45.53(4.1) or 45.67(2.1) of the *Royal Canadian Mounted Police Act*;
- reports made under section 19 of the *Citizenship Act*; and
- matters referred under section 45 of the *Canadian Human Rights Act*.

Access to Information and Privacy Office – Organizational Structure

The Secretariat’s ATIP Office is accountable for the development and implementation of effective policies, guidelines, systems, and procedures to ensure that the Secretariat meets its responsibilities under the PA and the *Access to Information Act*.

For the reporting period, the Secretariat’s ATIP Office consisted of:

- 1 full-time Access to Information Consultant;
- 1 part-time Privacy Consultant;
- 1 full-time ATIP Coordinator, who managed the Secretariat’s ATIP Office, and fulfilled the normal duties as Manager of Administrative Services for the Secretariat and NSIRA Members; and
- the Secretariat’s Senior Counsel, Internal Services as well as Senior General Counsel supported the ATIP office when required.

The Secretariat’s ATIP Office is responsible for the following:

- monitoring compliance with ATIP legislation and relevant procedures and policies;
- processing requests under both the PA and the *Access to Information Act*;
- developing and maintaining policies, procedures, and guidelines to ensure that the Secretariat respects the PA and the *Access to Information Act*;
- maintaining Personal Information Banks and conducting privacy impact assessments;
- preparing annual reports to Parliament and other statutory reports, as well as other material that might be required by central agencies; and
- representing the Secretariat in dealings with the Treasury Board of Canada Secretariat (TBS), the information and privacy commissioners, and other government departments and agencies in matters pertaining to the PA and the *Access to Information Act*.

During the reporting period, the Secretariat was a party to a service agreement under section 73.1 of the PA in which the Secretariat received administrative support from the Privy Council Office related to the tabling of the annual report in Parliament. The Secretariat was also a party to a service agreement under section 71.1 of the PA in which the Secretariat received ATIP Online services from TBS.

To assist the Secretariat’s ATIP Office in meeting its overall legislative obligations, the Secretariat relied on a collaborative internal group of subject matter experts from all divisions.

Delegation Order

As the Head of the Secretariat, the Executive Director is responsible for the administration of the PA within the institution. Pursuant to section 73 of the PA, the Executive Director has delegated the ATIP Manager and ATIP Officer, as well as individuals acting in these positions, to perform certain and specific powers, duties, and functions for the administration of the PA. These positions have limited delegation of authority under the PA and the *Access to Information Act*, in accordance with the delegation of authority instrument approved by the Executive Director in August 2022. The Delegation Order can be found in Appendix A (page 9).

Performance 2023-2024

Performance in Processing Privacy Requests

In addition to 5 requests that were outstanding from the previous reporting periods, the Secretariat's ATIP Office received 22 formal requests during the current reporting period, bringing the total number of formal request to 27. Of these, the Secretariat's ATIP Office closed 25 requests and processed approximately 4843 pages during the reporting period. 2 requests were carried over to the following reporting period.

Statistical Reports for 2023-2024

The Secretariat's 2023-2024 Statistical Report on the PA and Supplemental ATIP Statistical Report for 2023-2024 were both previously validated by TBS.

Extensions and Completion Time of Closed Requests

During the reporting period, the Secretariat's ATIP Office invoked extensions while processing 2 formal requests: 1 extension was completed within of 16 to 30 days, and 1 request was taken to seek an internal consultation. Both did not require extensions to consult with third parties.

Of the requests completed during the reporting period:

- 1 request, or 4% of the requests completed, was disclosed in its entirety. This request was completed within 16 to 30 days;
- 1 request, or 4% of the requests completed, was disclosed in part. This request was completed within 121 to 180 days;

- 16 requests, or 64% of the requests completed, resulted in no records. 1 request was completed within 0 to 15 days, 6 requests were completed within 16 to 30 days, 6 requests were completed within 31 to 60 days, and 3 requests were completed within 61 to 120 days;
- 1 request, or 4% of the requests completed, was abandoned and completed; and
- 6 requests, or 24% of the requests completed, were neither confirmed nor denied.

The Secretariat's responses to many requests required an intensive review of complex records, including extensive internal and external consultations. During the reporting period, the Secretariat's on-time response rate decreased to 56% from 58.3% in the 2022-2023 reporting period due to a significant increase in the number of pages processed for formal requests.

Consultations

During the reporting period, no privacy consultations were received.

Complaints and Investigations

Subsection 29(1) of the PA describes how the Office of the Privacy Commissioner (OPC) receives and investigates complaints from individuals regarding the processing of requests under the PA. During the reporting period, the Secretariat's ATIP Office received 16 complaints, 2 of which were related to Access requests.

In addition, 1 privacy breach-related investigation initiated by the Privacy Commissioner in Fiscal Year 2020-2021 continued during the reporting period and remained active on March 31, 2024.

Training and Awareness

The Secretariat took a customized approach to training subject matter experts on their legislative requirements, roles, and responsibilities. The Secretariat's ATIP Office encouraged employees to take the ATIP training courses offered by the Canada School of Public Service (CSPS). New employees were required to complete an online training session entitled *Fundamentals of Access to Information and Privacy* within six months of joining the Secretariat and in January 2024, an internal ATIP training session was held.

To ensure in-depth training is taken by employees of the NSIRA Secretariat who have functional or delegated responsibility for the administration of the PA and Privacy Regulations, the Senior Counsel, Internal Services participated in the 2023 Canadian Privacy Symposium offered by the International Association of Privacy Professionals. In addition, the ATIP Manager attended

the 2023 Canadian Access and Privacy Association Conference as well as the 26th Annual Vancouver International Privacy & Security Summit.

Policies, Guidelines, and Procedures

During the reporting period, the Secretariat implemented several initiatives to assist the Secretariat's ATIP Office to operate more efficiently. For example, the Secretariat revised its Privacy Breach Plan and Procures Manual, revised its Privacy Protocol Template, and established a Privacy Risk Register.

Initiatives and Projects to Improve Privacy

During the reporting period, the Secretariat's Information Technology division continued to develop an ATIP software tool for the Secretariat's classified and unclassified systems.

Summary of Key Issues and Actions Taken on Complaints

The Secretariat meaningfully engaged with the OPC on all 16 active investigations during the reporting period and disclosed additional records in 1 of the 2 Access related complaints.

Material Privacy Breaches

During the reporting period, no material privacy breaches occurred.

Privacy Impact Assessments

During the reporting period, the Secretariat completed a Privacy Impact Assessment (PIA) of its investigations-related activities, which was shared with TBS and the OPC. In addition, the Secretariat made further revisions to its PIA on the creation of NSIRA in response to feedback received from TBS and continued to engage with TBS on PIB registration.

Public Interest Disclosures

During the reporting period, no public interest disclosures occurred.

Monitoring Compliance

Legislative deadlines for access requests were strictly monitored by using several Microsoft Lists trackers. The ATIP Manager organized ad hoc meetings to discuss request-related activities (such as whether internal consultations were necessary), determine deadlines, and ensure that all division members were informed of the status of requests. At bi-weekly team meetings with the Senior General Counsel and Senior Counsel, Internal Services, the ATIP Manager raised and discussed compliance with legislative and policy obligations. The Executive Director was also briefed on all ATIP compliance issues.

For contracts issued during the reporting period, the Secretariat included a Standard Procurement Clause on the Handling of Personal Information or a Supplemental General Condition on Personal Information from Public Services and Procurement Canada's *Standard Acquisition Clauses and Conditions Manual*.

Appendix A: Delegation Order

Access to Information Act Delegation Order

The Executive Director of the National Security and Intelligence Review Agency Secretariat, pursuant to section 95 of the *Access to Information Act**, hereby delegates the persons holding the positions or acting in the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Executive Director of the National Security and Intelligence Review Agency Secretariat as the head of a government institution under the provision of the *Access to Information Act* or the *Access to Information Regulations* set out in the schedule opposite each position.

SCHEDULE	
POSITION	PROVISION OF THE ACCESS TO INFORMATION ACT OR THE ACCESS TO INFORMATION REGULATIONS
Executive Director National Security and Intelligence Review Agency Secretariat	<u>Access to Information Act</u> 4(2.1), 6.1(1), 6.1(1.3), 6.1(1.4), 6.1(2), 7, 8(1), 9, 10, 11(2), 12(2)(b), 12(3)(b), 13, 14, 15, 16, 16.5, 17, 18, 18.1, 19, 20, 21, 22, 22.1, 23, 23.1, 24, 25, 26, 27(1), 27(4), 28(1)(b), 28(2), 28(4), 33, 35(2)(b), 37(4), 41(2), 43(2), 44(2), 52(2), 52(3), 94(1), 94(4), 96(3), 96(4), 96(5) <u>Access to Information Regulations</u> 6(1), 8, 8.1
Office Manager National Security and Intelligence Review Agency Secretariat	<u>Access to Information Act</u> 4(2.1), 7, 8(1), 9, 11(2), 12(2)(b), 12(3)(b), 19, 27(1), 27(4), 28(1)(b), 28(2), 28(4), 33, 35(2)(b), 94(1), 94(4) <u>Access to Information Regulations</u> 6(1), 8, 8.1
ATIP Officer National Security and Intelligence Review Agency Secretariat	<u>Access to Information Act</u> 4(2.1), 7, 8(1), 9, 11(2), 12(2)(b), 12(3)(b), 19, 27(1), 27(4), 28(1)(b), 28(2), 28(4), 33, 35(2)(b), 94(1), 94(4) <u>Access to Information Regulations</u> 6(1), 8, 8.1

*1980-81-82-83, c. 111, Sch. I; R.S.C., 1985, c. A-1

Privacy Act Delegation Order

The Executive Director of the National Security and Intelligence Review Agency Secretariat, pursuant to section 73 of the *Privacy Act**, hereby delegates the persons holding the positions or acting in the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Executive Director of the National Security and Intelligence Review Agency Secretariat as the head of a government institution under the provision of the *Privacy Act* or the *Privacy Regulations* set out in the schedule opposite each position.

SCHEDULE	
POSITION	PROVISION OF THE PRIVACY ACT OR THE PRIVACY REGULATIONS
Executive Director National Security and Intelligence Review Agency Secretariat	<u>Privacy Act</u> 8(2)(j), 8(2)(m), 8(4), 8(5), 9(1), 9(4), 10, 14, 15, 16, 17(2)(b), 17(3)(b), 18(2), 19(1), 19(2), 20, 21, 22, 22.3, 23, 24, 25, 26, 27, 27.1, 28, 33(2), 35(4), 51(2)(b), 72(1), 72(4) <u>Privacy Regulations</u> 9, 11(2), 11(4), 13(1), 14
Office Manager National Security and Intelligence Review Agency Secretariat	<u>Privacy Act</u> 9(4), 10, 14, 15, 17(2)(b), 17(3)(b), 18(2), 26, 33(2), 72(1), 72(4) <u>Privacy Regulations</u> 9
ATIP Officer National Security and Intelligence Review Agency Secretariat	<u>Privacy Act</u> 9(4), 10, 14, 15, 17(2)(b), 17(3)(b), 18(2), 26, 33(2), 72(1), 72(4) <u>Privacy Regulations</u> 9

*1980-81-82-83, c. 111, Sch. II; R.S.C., 1985, c. P-21

Davies,
John

Digitally signed by
Davies, John
Date: 2022.08.04
15:35:35 -04'00'

John Davies
Executive Director
National Security and Intelligence Review Agency Secretariat

Date

Appendix B: 2023–2024 Statistical Report on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: National Security and Intelligence Review Agency Secretariat

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		22
Outstanding from previous reporting periods		5
• Outstanding from previous reporting period	5	
• Outstanding from more than one reporting period	0	
Total		27
Closed during reporting period		25
Carried over to next reporting period		2
• Carried over within legislated timeline	2	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of Requests
Online	22
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	22

Section 2: Informal requests

2.1 Number of informal requests

		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		0
Carried over to next reporting period		1

2.2 Channels of informal requests

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

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							
	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
All disclosed	0	1	0	0	0	0	0	1
Disclosed in part	0	0	0	0	1	0	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	6	6	3	0	0	0	16
Request abandoned	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	4	1	0	1	0	0	6
Total	2	11	7	3	2	0	0	25

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	1
19(1)(f)	0	22.1	0	27	1
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	2	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
4843	4843	9

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	1	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	1	4843	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	6	0	0	0	0	0	0	0	0	0
Total	8	0	0	0	0	0	1	4843	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	1	0	0	1
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	1	0	0	1

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	14
Percentage of requests closed within legislated timelines (%)	56

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
11	10	0	1	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	4	0	4
16 to 30 days	2	0	2
31 to 60 days	2	0	2
61 to 120 days	1	1	2
121 to 180 days	0	1	1
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	9	2	11

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	
2	0	1	0	0	0	0	1	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	1	0	0	0	0	1	0
31 days or greater								0
Total	0	1	0	0	0	0	1	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
3	10	3	0	16

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	1

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

Expenditures	Amount
Salaries	\$100,000
Overtime	\$0
Goods and Services	\$15,475
• Professional services contracts	\$15,475
• Other	\$0
Total	\$115,475

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.000
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.300
Students	0.500
Total	1.800

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: National Security and Intelligence Review Agency Secretariat

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	3	0	3
Received in 2022-23	0	1	1
Received in 2021-22	0	0	0
Received in 2020-21	0	1	1
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	3	2	5

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	2	0	2
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	2	0	2

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	7
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	7

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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