



National
Defence

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CANADIAN
ARMED FORCES

Annual Report to Parliament | 2024-2025

Administration of the *Privacy Act*

Department of National Defence and the Canadian Armed Forces

Canada

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1. INTRODUCTION

The Department of National Defence (DND/CAF) and the Canadian Armed Forces (CAF) are pleased to present to Parliament its annual report on the administration of the *Privacy Act*¹ (*the Act*). Section 72 of *the Act* requires the head of every federal government institution to submit an annual report to Parliament on the administration of *the Act* each fiscal year. This report describes National Defence activities that support compliance with the *Privacy Act* for the fiscal year (FY) commencing 1 April 2024 and ending 31 March 2025.

1.1 Purpose of the *Privacy Act*

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

These rights of protection and access are in accordance with the principles that individuals should have a right to know why their information is collected by the government, how it will be used, how long it will be kept and who will have access to it.

Service agreements

The Department of National Defence and the Canadian Armed Forces had no service agreements pursuant to section 73.1 of the *Privacy Act* during the fiscal year.

2. ACCESS TO INFORMATION AND PRIVACY AT NATIONAL DEFENCE

2.1 Mandate of National Defence and the Canadian Armed Forces

Who we are

The DND/CAF support a strategic vision for defence in which Canada is strong at home, secure in North America and engaged in the world. From regular forces to reserve forces and civilian employees, the Defence Team stretches from coast to coast to coast. Its membership represents the strength, skills and diversity of Canada, and brings the experience necessary to protect and support Canadians no matter what is asked of them.

¹ <https://laws-lois.justice.gc.ca/eng/acts/P-21/>

What we do

DND and the CAF have complementary roles to play in:

- Providing advice and support to the Minister of National Defence
- Implementing Government decisions regarding the defence of Canadian interests at home and abroad.

The CAF serves on the sea, on land, in the air, and in space and cyberspace with the Royal Canadian Navy, the Canadian Army, the Royal Canadian Air Force and the Canadian Special Operations Forces Command.

In 2024, Canada released its renewed defence policy, *Our North, Strong and Free*, which outlines Canada's plan to ensure the CAF remains ready, resilient and relevant in the context of increasing global uncertainty. This means doing more to keep us strong at home, secure in North America and engaged in the world, under six themes including:

- **Supporting our people** by placing focus on recruitment, retention and personal management, as well as investments into the quality of life for military members in form of support for health, housing and childcare. For all that CAF members give up for Canadians they all deserve to feel safe and valued in their workplace, it is our priority progress culture change.
- **Strengthening the foundations** of our military to ensure CAF members have the tools they need to do their job effectively and keep them safe. This will include modernizing existing capabilities and acquiring new ones; building civilian capacity; reviewing and reforming defence procurement; accelerating digital transformation.
- **Building an innovative industrial base** by leveraging innovation and fostering relationships with industry partners to sustain existing equipment and accelerate production capacity in Canada. This will allow the CAF to make reliable and valuable contributions to our allies and partners, particularly in the Euro-Atlantic and Indo-Pacific regions, in support of a more stable, peaceful world.
- **Defending Canada** in the Arctic and northern regions, where the changing physical and geopolitical landscapes have created new threats and vulnerabilities. By upgrading our continental defences to better detect incoming threats we can remain ready to assist when Canadians face natural disasters and other emergencies or are in need of search and rescue support.
- **Defending North America** as an active partner with the United States to restore continental defence and deterrence in all domains: sea, land, air, space and cyber, and through a modernized NORAD.
- **Advancing Canada's global interests and values** through continuing valuable Canadian Armed Forces contributions to global efforts to deter major power conflict, confront terrorism and insurgency, and address instability.

2.2 The Defence Team

The *National Defence Act* (NDA) establishes DND and the CAF as separate entities, operating within an integrated National Defence Headquarters as they pursue their primary responsibility of providing defence for Canada and Canadians.

Senior leadership

The Governor General of Canada is the Commander-in-Chief of Canada. DND is headed by the Minister of National Defence. The Associate Minister of National Defence supports the Minister of National Defence. The Deputy Minister of National Defence is the Department's senior civil servant. The CAF are headed by the Chief of the Defence Staff, Canada's senior serving officer. These senior leaders each have different responsibilities:

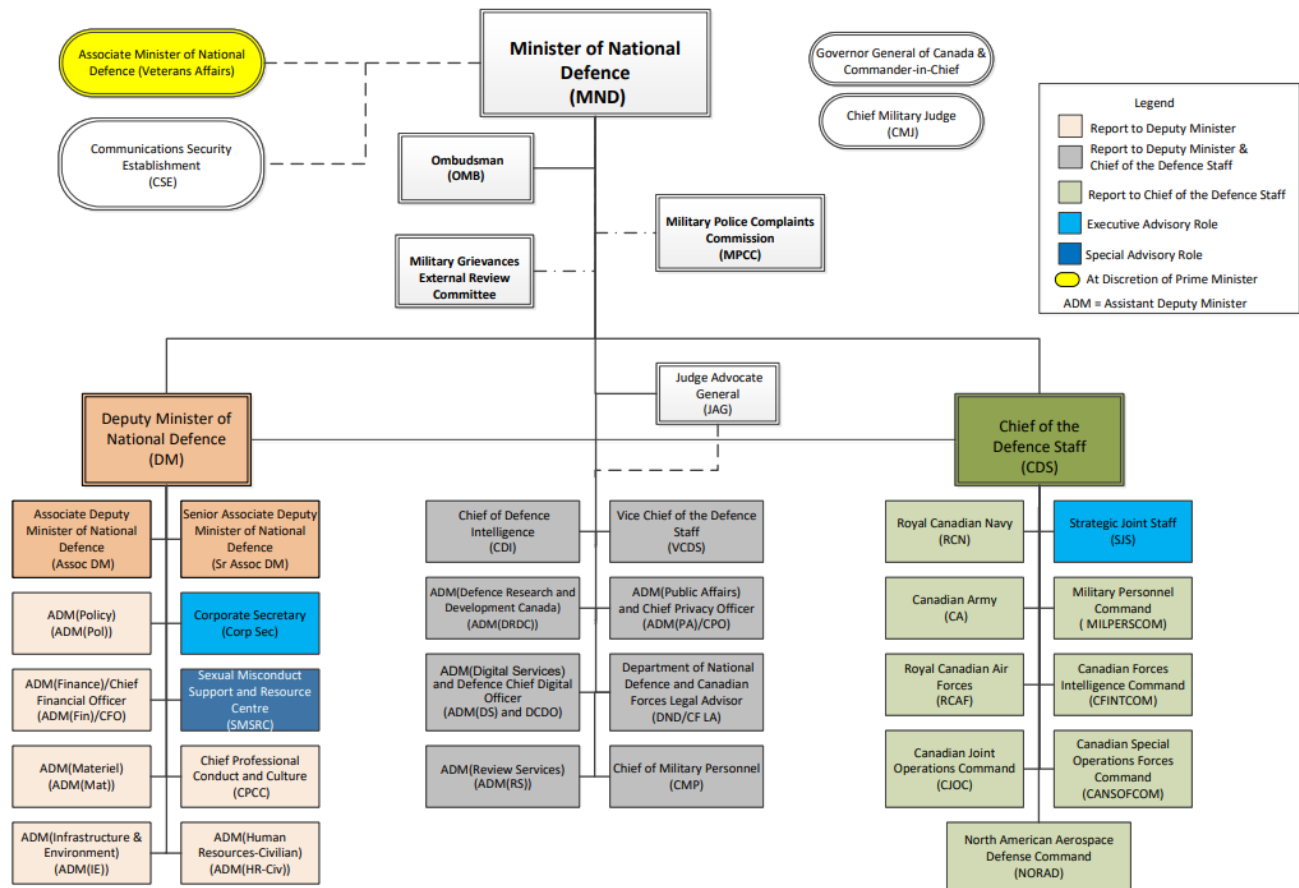
- The Governor General is responsible for appointing the Chief of the Defence Staff on the recommendation of the Prime Minister, awarding military honours, presenting colours to CAF regiments, approving new military badges and insignia, and signing commission scrolls;
- The Minister of National Defence presides over the Department and over all matters relating to national defence;
- The Associate Minister is also responsible for defence files, as mandated by the Prime Minister, with the specific priority of ensuring that CAF members have the equipment they need to do their jobs;
- The Deputy Minister is responsible for policy, resources, interdepartmental coordination and international defence relations; and
- The Chief of the Defence Staff is responsible for command, control and administration of the CAF, as well as military strategy, plans and requirements.

Defence organization

The DND/CAF organizational structure is represented in the diagram below. Additional information about the DND/CAF organization is available [online](https://www.canada.ca/en/department-national-defence/corporate/organizational-structure.html).²

For a description of the groups and positions responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act*, see section 8.2 “Proactive Publication”.

FIGURE 1: NATIONAL DEFENCE ORGANIZATION CHART



² <https://www.canada.ca/en/department-national-defence/corporate/organizational-structure.html> <https://www.canada.ca/en/department-national-defence/corporate/organizational-structure.html>

2.3 The Directorate of Access to Information and Privacy

Delegation of authority

In accordance with section 73(1) of the *Privacy Act*, a delegation of authority, signed by the Minister, designates the Deputy Minister, Corporate Secretary, Executive Director of Access to Information and Privacy, and Access to Information and Privacy (ATIP) Deputy Directors to exercise all powers and functions of the Minister, as the head of institution under *the Act*. It also designates other specific powers and functions to employees within the Directorate Access to Information and Privacy.

Under the authority of the Corporate Secretary, the ATIP Executive Director administers and coordinates the *Access to Information Act* and the *Privacy Act*, and acts as the departmental ATIP Coordinator. In the administration of *the Act*, the ATIP Directorate seeks advice on legal, public affairs, policy, and operational security matters from other organizations and specialists as required.

A copy of the *Access to Information Act* and *Privacy Act* Designation Order is provided at ANNEX A.

The ATIP Directorate

The ATIP Directorate is responsible for matters regarding access to information and privacy protection within the National Defence portfolio, except for the following organizations: the Military Police Complaints Commission, the Military Grievances External Review Committee, the Communications Security Establishment, the Office of the National Defence and Canadian Forces Ombudsman, the Director of Defence Counsel Services, and the Canadian Forces Morale and Welfare Services.

The ATIP Directorate is managed by an Executive Director and supported by a corporate services team that is responsible for the administrative and management functions of the directorate, including business planning, financial management, human resources, physical security, and information and records management (IM/RM). The workforce is divided functionally into three main areas, further supported by Defence Team organization liaison officers, as illustrated in the diagram at FIGURE 2.

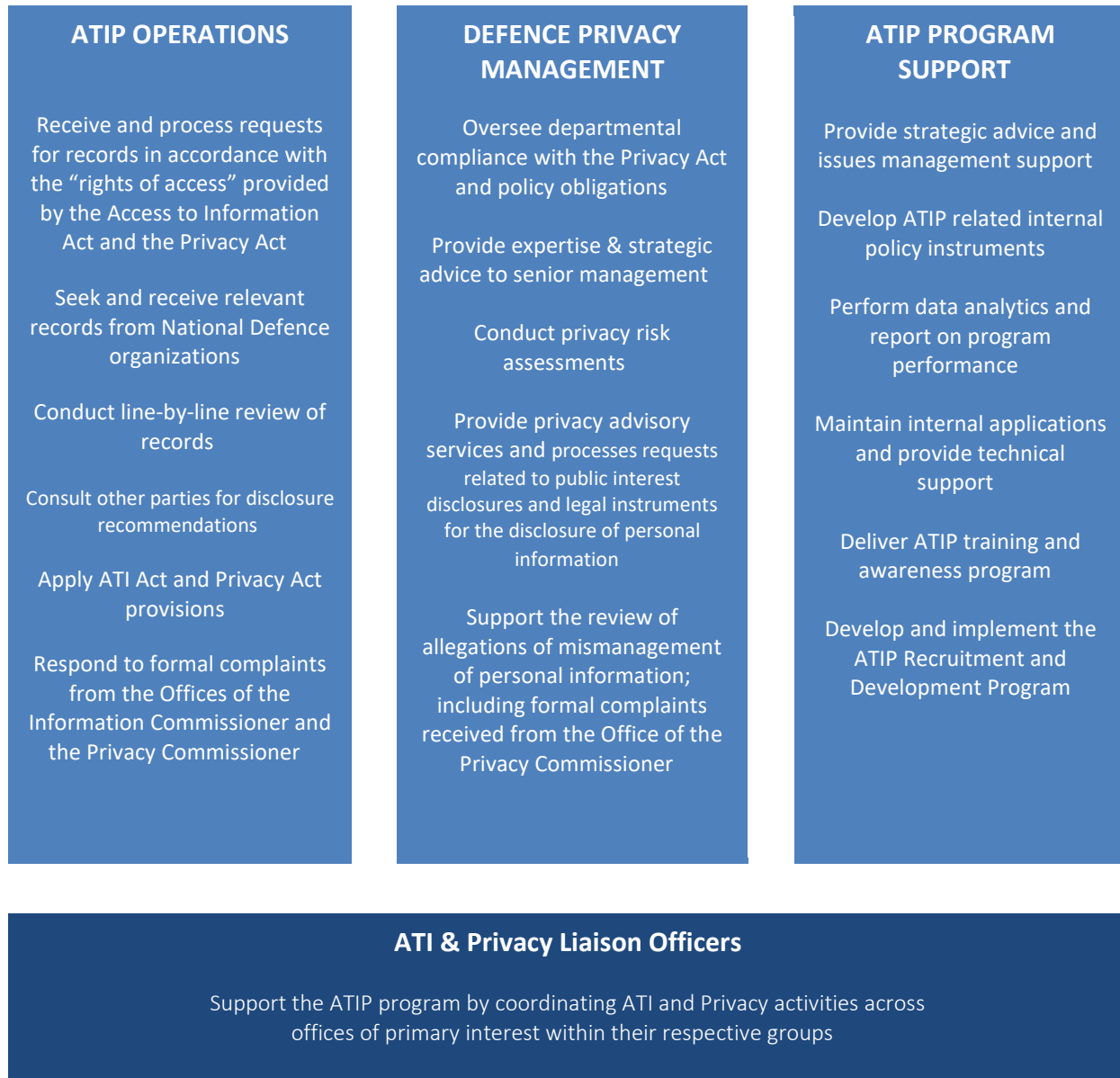
The ATIP Operations Division oversees all activities related to access to information and privacy requests, including ATIP Intake. This ensures consistency in the execution of departmental processes and application of the Acts and allows for quality assurance activities, tracking, reporting, and monitoring of trends and rising issues.

The Defence Privacy Management (DPM) Division's primary mandate is to oversee departmental compliance with the Privacy Act; the division manages privacy impact assessments; resolution of privacy breaches and systemic issues; and provides guidance on privacy policy obligations as well as expertise and advice to senior management on contentious and sensitive issues while ensuring continuous improvements of privacy policy and service delivery for the department.

The ATIP-Program Support Division delivers training and promotes ATIP awareness, performs data analytics and reports on program performance, and provides ATIP related advice and guidance to the ATIP Directorate and the wider DND/CAF community.

During the reporting period the ATIP Directorate had the full-time equivalent of 70.29 employees and 4.5 consultants dedicated to Privacy Act activities.

FIGURE 2: NATIONAL DEFENCE ATIP OPERATIONAL WORKFORCE



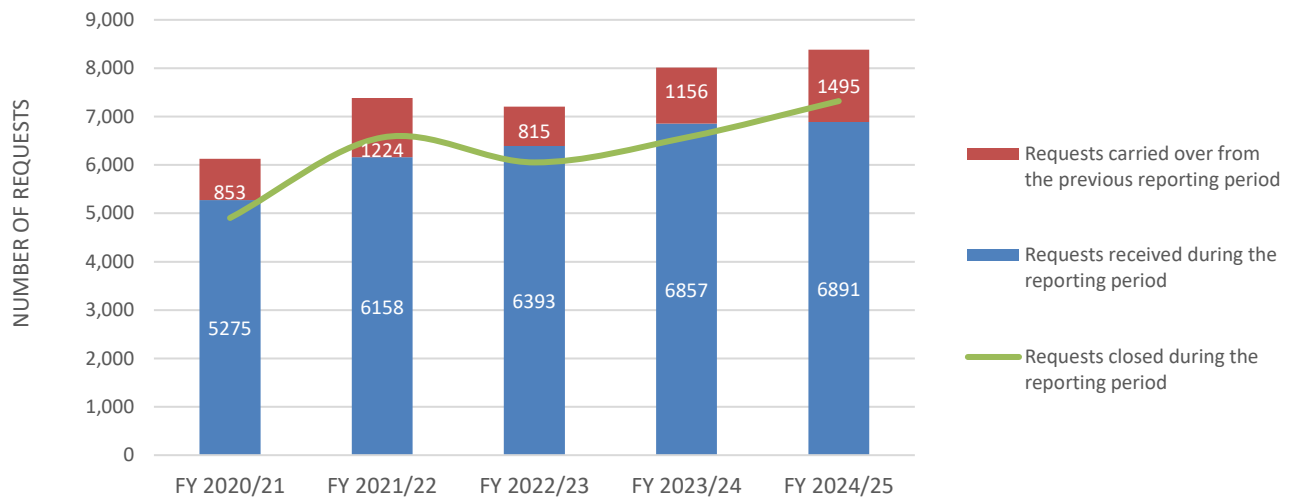
3. HIGHLIGHTS OF THE STATISTICAL REPORT

The statistical report at ANNEX B consists of data submitted by DND/CAF as part of Treasury Board Secretariat (TBS) annual collection of ATIP-related statistics. The following sections contain highlights, trends and an analysis of notable statistical data from a departmental perspective.

3.1 Requests received

During the reporting period, DND/CAF received 6,891 requests for personal information under the *Privacy Act*, representing a 0.5% increase from the previous reporting period. Combined with a carry-over of 1,495 files from FY 2023-24, this represents a total workload of 8,386 requests during the reporting period. At the end of FY 2024-25, the number of requests carried over to FY 2025-26 decreased 29% to 1,066..

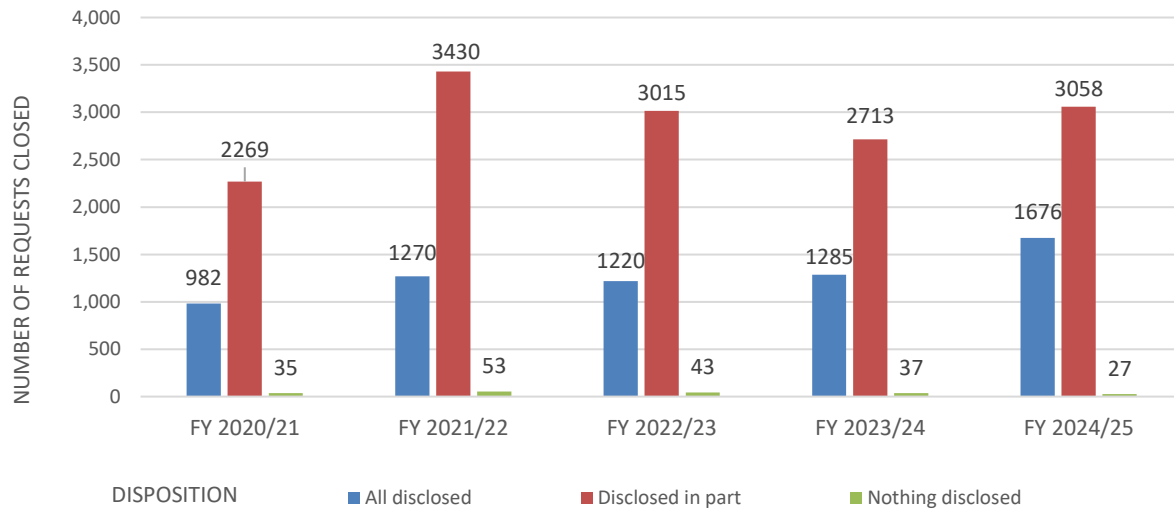
FIGURE 3: PRIVACY REQUEST WORKLOAD (LAST FIVE YEARS)



3.2 Requests completed

DND/CAF closed a total of 7,320 privacy requests during the reporting period. This represents an 11.5% increase over the previous FY. The total ATIP workload over the past five years is represented in FIGURE 4 below.

FIGURE 4: DISPOSITION OF REQUESTS COMPLETED AND TOTAL REQUESTS CLOSED (LAST FIVE YEARS)

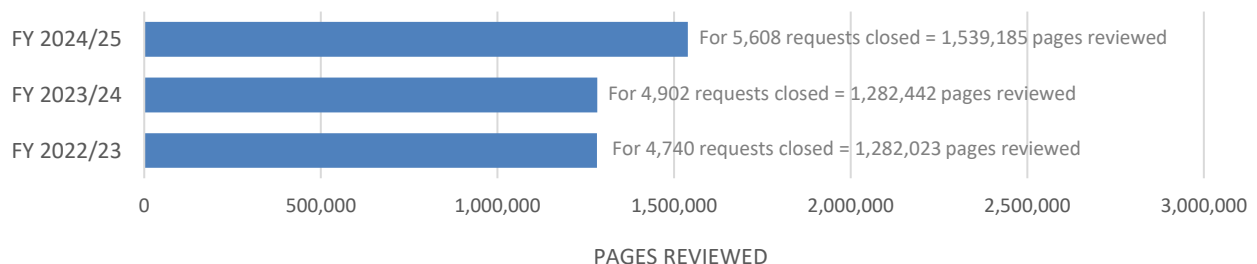


Pages reviewed

This year, a total of 1,539,185 pages were processed this FY. This represents an increase of 20% over FY 2023-24 where 1,282,442 pages were processed (FIGURE 5).

This number does not include the number of pages processed for requests reviewed in the current FY that were carried over into the next reporting period.

FIGURE 5: NUMBER OF PAGES REVIEWED FOR REQUESTS CLOSED, WHERE RECORDS EXISTED (LAST THREE YEARS)



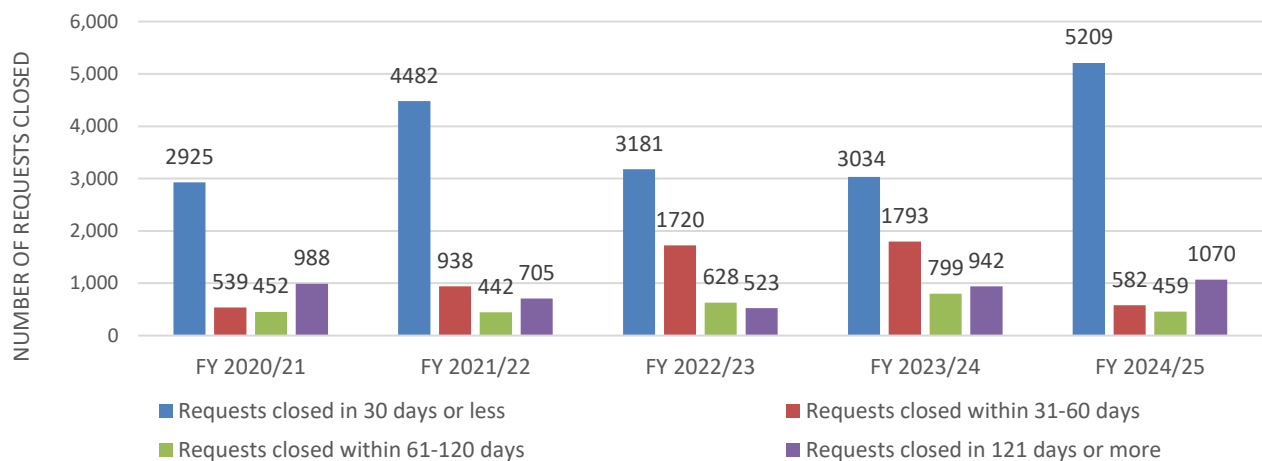
Exemptions and exclusions

Consistent with previous reporting periods, section 26 of the *Privacy Act* was the most frequently invoked exemption and was applied in 3,054 requests. This section of *the Act* protects the releasing of personal information of individuals other than to the requester.

Completion time

DND/CAF closed 5,209 requests within the legislated timeline of 30 days; this represents 71.2% of the total volume of requests closed. This equates to an increase of 25% compared to the last reporting period with 46.2% of requests closed within 30 days.

FIGURE 6: TIME TO COMPLETE REQUESTS (LAST FIVE YEARS)



Files closed beyond 30 days were not necessarily late as legal extensions under the legislation may have been applied.

Extensions

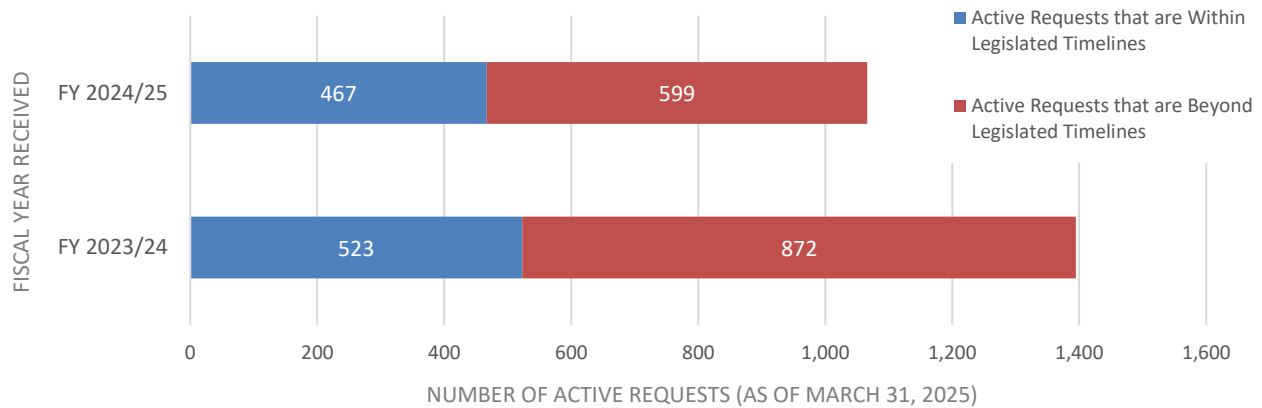
Section 15 of the *Privacy Act* permits the statutory time limits to be extended if consultations are necessary, if translation is required or if the request is for a large volume of records and processing it within the original time limit would unreasonably interfere with the operations of the Department.

In total, 188 extensions were applied during the FY 2024-25 reporting period. Each of the extensions were deemed necessary, as meeting the original time limit would unreasonably interfere with the operations of the institution.

Number of active requests - outstanding from previous reporting periods

At the end of the FY 2024-25 reporting period, DND/CAF had 1,066 active requests. A breakdown of outstanding requests by the reporting period in which the request was received, and whether the request is still within the legislated timelines (including extensions) is provided below in FIGURE 7.

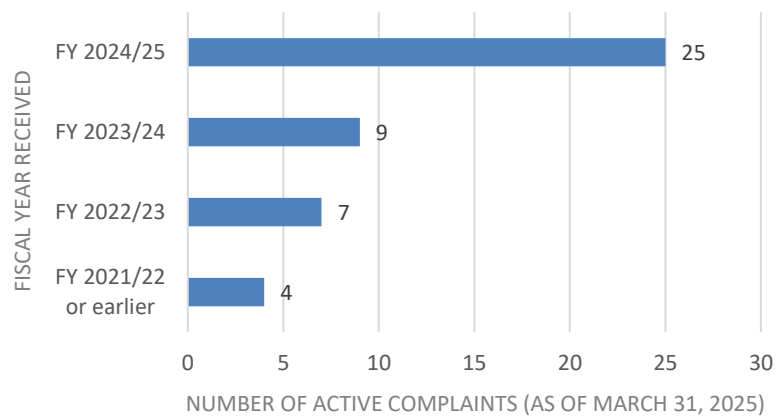
FIGURE 7: NUMBER OF ACTIVE REQUESTS (AS OF 31 MARCH 2025)



Number of active complaints - outstanding from previous reporting periods

At the end of the reporting period, National Defence had 45 active complaints with the Office of the Privacy Commissioner of Canada (OPC). A breakdown of active complaints by reporting period is provided at FIGURE 8.

FIGURE 8: NUMBER OF ACTIVE COMPLAINTS (AS OF 31 MARCH 2025)



On-time compliance

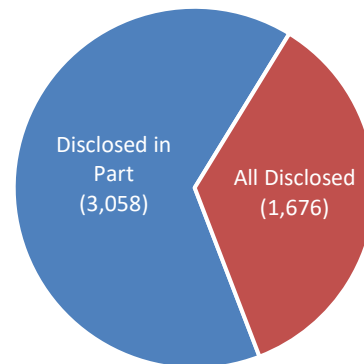
A total of 5,449 requests (74.4%) were closed within statutory deadlines in FY 2024-25. This represents a 4.7% increase in on-time compliance over the previous reporting period.

The most common reason for deemed refusal was “Interference with Operations/Workload,” cited for over 60% of requests closed late during the reporting period. As defined by TBS, this reason relates to requests where there is “interwoven information and review is required to determine exemptions, there were a large number of requests to be processed at the time, the request consisted of a high volume of records, there were difficulties in obtaining relevant information, or there were other ATIP-related tasks.”

Disposition: percentage of requests all disclosed vs. disclosed in part

FIGURE 9: ALL DISCLOSED VS. DISCLOSED IN PART (FY 2024-25)

During the reporting period, Defence responded to a total of 7,320 requests; of which 22.9% were “all disclosed” (1,676) and 41.8% (3,058) were “disclosed in part.” The remaining requests were completed as all exempted, no records exist or abandoned.



3.3 Consultations received and completed

Historically, DND/CAF does not receive many consultation requests relating to requests made under the *Privacy Act*. During the reporting period, DND/CAF received eight requests for consultation; all eight requests for consultation were received from other Government of Canada institutions. A total of six consultations were closed during the reporting period; three requests for consultation were completed within 15 days, one was completed between 16 to 30 days and one was completed between 31 to 60 days.

4. PRIVACY PROTECTION AND PERSONAL INFORMATION MANAGEMENT

4.1 Public interest disclosures

Paragraph 8(2)(m) of the *Privacy Act* permits the disclosure of personal information, without the consent of the individual to whom it relates, where the public interest in disclosure clearly outweighs any invasion of privacy that could result, or where the disclosure would clearly benefit the individual to whom the information relates.

During the reporting period, 67 disclosures of personal information were made in accordance with paragraph 8(2)(m). Disclosures made in the public interest included but were not limited to, disclosures to the media relating to departmental actions in response to allegations of misconduct, and disclosures to CAF member's family or representative relating to Boards of Inquiry or Summary Investigations into the death of a CAF member.

For each of the 67 disclosures made in the public interest during FY 2024-25, the OPC was notified; wherever possible, notification occurred in advance of the disclosure.

4.2 Privacy breaches

Personal information under the control of DND/CAF is subject to the *Privacy Act*, which governs the safeguarding, collection, retention, use and disclosure of personal information. The DPM Division receives reports of privacy breaches from the DND and the CAF and supports the department during the assessment, containment and notification stages. During this reporting period, 275 complaints were received regarding a contravention of one or more provisions of *the Act*. The DPM Division reviewed, resolved and issued a final determination relating to 309 complaints; of these, 238 were deemed to be well-founded.

Material privacy breaches

The TBS Policy on Privacy Protection defines a privacy breach as the improper or unauthorized access to, creation, collection, use, disclosure, retention, or disposal of personal information. A material breach is defined as a privacy breach that could reasonably be expected to create a real risk of significant harm to an individual. Two privacy breaches that met the threshold of a material breach were reported by DND/CAF to the OPC and the TBS.

One material privacy breach related to large amounts of personal information that was inadvertently stored on a common shared drive, and the second related to unauthorized access to the Canadian Forces Health Information System (CFHIS). In both cases, the personal information was promptly secured, access to records was removed, and a notification was issued to all affected personnel.

DND/CAF continues to refine our privacy breach management processes, to align with the updated definition for material privacy breaches, and to incorporate the updated tools to assess the real risk of significant harm to an individual and the institution.

4.3 Privacy impact assessments

DND/CAF collects, uses and discloses personal information in the delivery of mandated programs and services. In accordance with TBS policy, the DND and the CAF undertake privacy impact assessments (PIA) to evaluate impacts to personal information in the administration of these activities. A PIA provides a framework to identify the extent to which proposals comply with the *Privacy Act* and applicable privacy policies, assist program officials in avoiding or mitigating privacy risks, and promote informed program and system design choices.

DND/CAF completed³ two PIAs during FY 2024-25. The descriptions of PIAs are found below.

[Evidence-Based Character Assessments for Leadership Selections and Promotions](#)

DND/CAF recognizes that leaders of good character are critical in protecting the health and welfare of Canadian Armed Forces (CAF) members, and in instilling confidence in the credibility and operational effectiveness of Canada's military. Accordingly, it is important for senior military leaders to embody the values the CAF seeks to impart and those of contemporary Canadians. In 2020-2021, recognizing the above, DND/CAF began developing processes and procedures to improve the evaluation of its senior-most leadership candidates. Its goal was to develop more evidence-based assessments of those seeking promotions or appointments to senior military positions, and to more objectively assess the character of leadership hopefuls.

[Facilitating the Recruitment of Permanent Residents in the Canadian Armed Forces \(CAF\)](#)

Beginning in January 2025, DND/CAF and Immigration, Refugees and Citizenship Canada (IRCC) began sharing personal information about Permanent Residents (PR) who have expressed an interest in joining the CAF. The information exchanged will be used for the sole purpose of facilitating the enrollment and security screening of PRs and to expedite their onboarding to the CAF. The Project is part of a broader initiative at DND/CAF to replenish and enhance the CAF's ranks through the recruitment of trained military personnel from foreign countries, and to improve the appeal of military service through the use of citizenship and employment incentives.

In addition, the ATIP Directorate continues to provide ongoing privacy advisory services to DND/CAF organizations assessing risks to personal information used in the administration of Defence programs.

³ Completed PIAs must be submitted to the Treasury Board of Canada Secretariat, as well as to the Office of the Privacy Commissioner.

4.4 Departmental personal information

Complex & sensitive personal information

To ensure the appropriate protection of sensitive personal information within the Department, the ATIP Directorate provides review and redaction services to support a number of departmental administrative processes including Boards of Inquiry, Summary Investigations, reports involving allegations of Workplace violence, harassment and grievances. Although these are not formal requests made under the *Privacy Act*, the information is being released by the Department and privacy protection is a priority. The DPM Division reviewed 67 files containing complex and sensitive personal information in FY 2024-25. This represents a total of 889 pages reviewed to ensure personal information is protected and not inappropriately disclosed.

5. COMPLAINTS, AUDITS AND REVIEWS

5.1 Complaints from the Office of the Privacy Commissioner

In FY 2024-25, DND/CAF received a total of 82 formal complaints from the Office of the Privacy Commissioner (OPC).

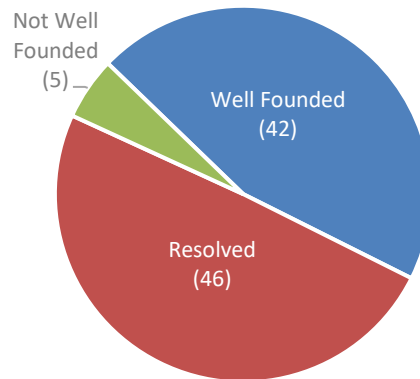
Statistical reporting requirements for complaints and investigations with the OPC are noted below:

- Section 31: When the OPC gives formal notice of their intention to investigate a complaint regarding the processing of a request under *the Act*.
 - Defence received 82 such notices during FY 2024-25; 82 such notices were also reported in the previous reporting period.
- Section 33: When the OPC requests further representations from institutions pursuant to an ongoing complaint investigation.
 - Defence received 92 such notices during FY 2024-25 in comparison to 83 such notices in the previous reporting period.
- Section 35: When the OPC issues a findings report for a well-founded complaint upon conclusion of an investigation.
 - During the reporting period, 42 complaints were found to have merit. Note that these complaints are not necessarily from the 82 complaints received during the reporting period.

The 42 well-founded determinations represent 45.2% of all findings issued by the OPC to DND/CAF in FY 2024-25. Of the well-founded determinations, 39 were administrative in nature (relating to delays and time extensions), one related to right of access and two related to an unauthorized disclosure. FIGURE 10.

Efforts continued to be placed on resolving outstanding complaints with the OPC received in previous reporting periods. The ATIP Directorate collaborated with the OPC to manage complaints effectively and consistently strives to maintain transparent communications to foster a positive working relationship with the OPC.

FIGURE 10: COMPLAINTS RESOLVED (FY 2024-25)



5.2 Court decisions

In FY 2024-25, two court proceedings were actioned as a result of requests processed by DND/CAF. Both were discontinued after responses were sent to the requesters.

5.3 Key actions taken on complaints

DND/CAF took actions during the reporting period to address the issues raised by the Office of the Privacy Commissioner and the Standing Committee on National Defence.

A multi-disciplinary ATIP working group consisting of representatives from the ATIP Directorate, the Directorate of Enterprise Architecture, and Review Services evaluated the ATIP process to identify areas for improvement. Subsequently an agile project management approach was implemented to develop initiatives aimed at improving the ATIP process across DND/CAF.

DND/CAF is committed to addressing process challenges through this ongoing effort and continues to monitor the implementation and effectiveness of the initiatives undertaken.

6. POLICIES AND PROCEDURES

In response to the TBS updates to the privacy policy suite issued in November 2024, the DPM Division reviewed and updated the Defence Administration Orders and Directives (DAOD) that pertain to the Department's administration of the *Privacy Act*. A DAOD is corporate administrative direction set out by the DND/CAF to supplement higher-level legal authorities and/or directives from the TBS and other central agencies. Internal consultations are scheduled for FY 2025-26, after which the updated direction relating to personal information management, privacy breach management, privacy impact assessments, and responsible disclosures of personal information will be provided to the department.

6.1 Social insurance numbers

As defined by the terms of the court ordered Final Settlement Agreement for the CAF-DND Sexual Misconduct Class Action lawsuit, Social Insurance Numbers (SIN) are incidentally collected to uphold the departments obligations as part of the Restorative Engagement (RE) Program, for survivors to share their experiences of sexual misconduct with senior CAF and/or DND representatives. A Privacy Impact Assessment (PIA) on the Sexual Misconduct Support and Resource Centre (SMSRC) RE program was completed in FY 2023-24. The SIN is used for historical file retrieval when it is the only identifier available for former government employees or military members. The collection and use of the SIN for the RE program is consistent with Appendix A of the TBS Directive on the SIN.

7. TRAINING AND AWARENESS

7.1 ATIP training program

Departmental ATIP training was provided on a virtual platform. Directorate training staff delivered the following training sessions to the Defence Team with specific emphasis on those staff with ATIP responsibilities:

- Access to Information and Privacy Fundamentals (COR502 – Offered online by the Canada School of the Public Service, this course is a prerequisite for all departmental ATIP training);
- Introductory DND/CAF ATIP courses [ATIP at DND (formally ATIP 101 - General ATIP), or Privacy Fundamentals];
- Orientation session for new employees of the ATIP Directorate;
- Advanced DND/CAF ATIP courses (ATIP 201 - Advanced ATIP or organization-specific content); and,
- ATIP awareness and engagement activities with the various branches and divisions.

7.2 Training and awareness activities

In the past year, DND/CAF launched a new online, self-directed training program—ATIP at DND—which replaced the previous ATIP 101 course. This modernized approach played a key role in achieving a 23.6% increase in training participation compared to the previous year.

In addition, Advanced ATIP training sessions were delivered virtually on a bi-weekly basis, reaching approximately 250 participants per session. These sessions provided Defence Team personnel and CAF members with comprehensive instruction on the administration of the *Access to Information Act* and the *Privacy Act*, as well as guidance on the appropriate management of personal information under institutional control.

Furthermore, 4,174 DND/CAF personnel completed the Canada School of Public Service (CSPS) ATIP Fundamentals course during the reporting period. This course served as a mandatory prerequisite for all DND-specific ATIP training, reinforcing foundational knowledge across the organization

Canadian Forces Health Services training

The Canadian Forces Health Services (CFHS) operates a privacy office that is responsible for providing advice and support to the CFHS Group on policies and activities that involve personal health information. In accordance with their mandate, the CFHS privacy office maintains training modules to educate staff on the principles of “Privacy, Confidentiality and Security” to support appropriate use of the Canadian Forces Health Information System.

During this reporting period, 3,076 Canadian Forces Health Services staff attended training or completed mandatory modules offered specifically to the CFHS organization.

8. INITIATIVES AND PROJECTS

An initiative has been started to provide serving and released CAF members more direct access to their own commonly requested personal information. This approach is expected to streamline processing of these records, resulting in timely production of records and increased capacity within the ATIP Directorate.

During the reporting period, the DPM Division continued efforts to strengthen the Defence Privacy Management Program. Initiatives include:

A Privacy Risk Assessment Benchmark Questionnaire was completed in December 2023 to assess the sensitivity and complexity of programs involving personal information across the DND and the CAF. Efforts continued throughout this reporting period to compile the results of the questionnaire and validate the scores. The results were used to prioritize PIA work across the department in 2024-25 to ensure privacy services and support was aligned to support Defence priorities where personal information is involved.

The pilot project to reduce the administration for low-risk privacy breaches that was undertaken in FY 2023-24 was fully adopted during the current reporting period. All low-risk privacy breaches are reported, assessed and closed using a digital report of findings. This has increased the efficiency of case file administration for analysts allowing them to focus on detailed administration medium and high-risk privacy breaches. This reduced administration allowed DND/CAF to close 260 low-risk privacy breaches this reporting period; this represents an 89.78% increase in low-risk files closed over the previous year.

9. MONITORING COMPLIANCE

To provide effective oversight and reporting of ATIP performance within DND/CAF, the ATIP Directorate produces a monthly dashboard that measures the timeliness of OPI record retrieval, overall ATIP compliance, and critical indicators such as privacy breach complaints. Using Microsoft Power BI to publish the ATIP dashboard has enhanced its usability and visibility to senior leadership on key metrics and ATIP performance. The monthly dashboard serves to track ATIP performance across the Department and identify organizations who may require assistance or training, and to identify areas for process improvements.

Additionally, the ATIP Directorate responds to on-demand requests for statistics and performance reports to support program-specific requirements and departmental ATIP obligations.

Currently, the time to process requests for correction of personal information is not formally monitored as this number is regularly very low. In FY 2024-25, the ATIP Directorate did not receive any requests for correction.

The DPM Division offers Advisory Services to senior officials and executives of the DND/CAF when developing a contract or an Information Sharing Agreement to ensure that the appropriate privacy protections are included. Efforts to formalize a process with the contracting authority began this fiscal year. Efforts will continue into next reporting period, as DND/CAF works towards overhauling the department's InfoSource chapter.

ANNEX A: DELIGATION ORDER

DEPARTMENT OF NATIONAL DEFENCE AND THE CANADIAN ARMED FORCES

MINISTÈRE DE LA DÉFENSE NATIONALE ET LES FORCES ARMÉES CANADIENNES

DELEGATION OF AUTHORITY

ACCESS TO INFORMATION ACT AND PRIVACY ACT

I, Minister of National Defence, pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby delegate the persons holding the positions set out in the Delegation of Authority Schedules attached hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and function of the Minister as head of National Defence, under the provisions of the *Acts* and related regulations set out in the schedule opposite each position.

This delegation supersedes all previous delegation orders.

Dated at Ottawa

This 23 day of Feb 2024

The Honourable William Sterling Blair FEB 23 2024

P.C., C.O.M., M.P.

Minister of National Defence

L'honorable William Sterling Blair

C.P., C.O.M., députée

Ministre de Défense Nationale

DÉLÉGATION DE POUVOIRS

LOI SUR L'ACCÈS À L'INFORMATION ET LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

En ma qualité de ministre de la Défense Nationale et conformément à l'article 95 de la *Loi sur l'accès à l'information* et l'article 73 de la *Loi sur la protection des renseignements personnels*, je délègue par la présente aux titulaires des postes énoncés aux l'annexes de délégation de pouvoirs ci-après, ou aux personnes occupant les dits postes à titre intérimaire, les attributions dont je suis investie, à titre de ministre de la Défense Nationale, aux termes des dispositions des lois et des règlements connexes mentionnés en regard de chaque poste.

Le présent arrêté remplace toute ordonnance de délégations de pouvoirs antérieure.

Fait à Ottawa

ce 23 jour de février 2024

FEB 23 2024

Delegation of Authority Schedule - *Access to Information Act*

Delegation of the powers, duties and functions of the Minister of National Defence as the head of the institution for the Department of National Defence and the Canadian Armed Forces under the *Access to Information Act*, R.S.C. 1985, c. A-1 (prior to and following June 21, 2019) and regulations.

To note: the Department of National Defence and the Canadian Armed Forces includes a number of organizations with varying degrees of independent authority. The powers, duties and functions in the present order shall not apply to the activities of the following organizations:

- The Military Police Complaints Commission;
- The National Defence and Canadian Forces Ombudsman;
- The Military Grievances External Review Committee;
- The Canadian Forces Morale and Welfare Services;
- The Director of Defence Counsel Services; and,
- Any other organization of the Department of National Defence and the Canadian Armed Forces to whom the Minister of National Defence may delegate such powers.

Position	Delegation
Deputy Minister	Full Authority
Corporate Secretary	Full Authority
Executive Director, Access to Information and Privacy	Full Authority
Chief of Operations	Full Authority

Provisions	Description	Deputy Director(s), Access to Information	Team Leader(s), Access to Information
4(2.1)	Responsibility of government institutions	■	
6.1(1)	Reasons for declining to act on request		
6.1 (1.3), (1.4), (2)	Notice– suspension, end of suspension		
7	Notice when access requested	■	■
8(1)	Transfer of request to another government institution	■	

9(1)	Extension of time limits	■	■
9(2)	Notice of extension to Information Commissioner	■	■
10	Where access is refused	■	■
10 (2)	Existence of a record not required to be disclosed		
11(2)	Application fee waiver	■	■
12(2)(b)	Language of access	■	
12(3)(b)	Access in an alternative format	■	
Exemption provisions of the <i>Access to Information Act</i>			
13	Information obtained in confidence	■	■
14	Federal-provincial affairs	■	
15	International affairs and defence	■	
16	Law enforcement and investigations	■	
16 (3)	Policing services for provinces or municipalities	■	■
16.5	<i>Public Servants Disclosure Protection Act</i>	■	■
17	Safety of individuals	■	
18	Economic interests of Canada	■	
18.1	Economic interest of certain government institutions	■	
19	Personal information	■	■
20	Third-party information	■	■
21	Operations of Government	■	
22	Testing procedures, tests and audits	■	
22.1	Internal audits	■	
23	Protected information –solicitors, advocates and notaries	■	■
23.1	Protected information – patents and trademarks	■	
24	Statutory prohibitions against disclosure	■	■
Other provisions of the <i>Access to Information Act</i>			
25	Severability	■	■
26	Refusal of access if information to be published	■	
27(1), (4)	Notice to third-party	■	■

28(1)(b), (2), (4)	Representations of third-party and decision	■	■
33	Notice to Information Commissioner of notices to third parties	■	■
35(2)(b)	Right to make representations	■	
37(1)(c)	Notice of actions to implement recommendations of the Commissioner		
37(4)	Access to be given to complainant		
41(2)	Review by Federal Court – government institution		
43(2)	Service or notice of application to Federal Court for review		
44(2)	Notice to person who requested record		
52(2)(b), 52(3)	Special rules for hearings		
94	Annual report – government institutions		
<i>Access to Information Act Regulations</i>			
6(1)	Transfer of request	■	
7(2)	Search and preparation fees	■	
7(3)	Production and programming fees	■	
8	Providing access to record(s)	■	
8.1	Limitations in respect of format	■	

Delegation of Authority Schedule - *Privacy Act*

Delegation of the powers, duties and function of the Minister of National Defence as the head of the institution for the Department of National Defence and the Canadian Armed Forces under the *Privacy Act*, R.S.C. 1985, c. P-21 and regulation.

To note: the Department of National Defence and the Canadian Armed Forces includes a number of organizations with varying degrees of independent authority. The powers, duties and functions in the present order shall not apply to the activities of the following organizations:

- The Military Police Complaints Commission;
- The National Defence and Canadian Forces Ombudsman;
- The Military Grievances External Review Committee;
- The Canadian Forces Morale and Welfare Services;
- The Director of Defence Counsel Services; and,
- Any other organization of the Department of National Defence and the Canadian Armed Forces to whom the Minister of National Defence may delegate such powers.

Position	Delegation
Deputy Minister	Full Authority
Corporate Secretary	Full Authority
Executive Director Access to Information and Privacy	Full Authority
Chief of Operations	Full Authority

Provisions	Description	Deputy Director (s), Policy and Governance	Deputy Director (s), Privacy	Team Leader (s), Privacy	Senior Analyst (s), Privacy
8(2)(j)	Disclosure for research or statistical purposes	■			
8(2)(m)	Disclosure in the public interest or in the interest of the individual	■	■		
8(4)	Copies of requests under 8(2)(e) to be retained	■			
8(5)	Notice of disclosure under 8(2)(m)	■	■		
9(1)	Record of disclosures to be retained				
9(4)	Consistent uses	■			
10	Personal information to be included in personal information banks	■			
14(a)	Notice where access requested		■	■	
14(b)	Giving access to the record		■	■	
15	Extension of time limits		■	■	■
16 (1)	Where access is refused		■	■	
16 (2)	Existence not required to be disclosed				
17(2)(b)	Language of access		■		
17(3)(b)	Access in an alternative format		■		
Exemption Provisions of the <i>Privacy Act</i>					
18(2)	Exempt bank - Disclosure may be refused		■		
19	Information obtained in confidence		■	■	
20	Federal-provincial affairs		■	■	
21	International affairs and defence		■	■	

22	Law enforcement and investigation		■	■	
22.3	<i>Public Servants Disclosure Protection Act</i>		■	■	
23	Security clearances		■	■	
24	Individuals sentenced for an offence		■	■	
25	Safety of individuals		■	■	
26	Information about another individual		■	■	■
27	Protected information – solicitors, advocates and notaries		■	■	
27.1	Protected information –patents and trademarks		■	■	
28	Medical record		■	■	
Other Provisions of the <i>Privacy Act</i>					
33(2)	Right to make representation	■	■		
35(1)(b)	Notice of actions to implement recommendations of Commissioner	■	■		
35(4)	Access to be given to complainant	■	■		
36(3)(b)	Notice of actions to implement recommendations of Commissioner concerning exempt banks	■	■		
51(2)(b)	Actions relating to international affairs and defence - special rules for hearings				
51(3)	Actions relating to international affairs and defence - <i>Ex parte</i> representations				
72	Annual report to Parliament				
<i>Privacy Act</i> Regulations					
7(a)	Retention of request for personal information received under paragraph 8(2)(e)	■			
9	Reasonable facilities and time provided to examine personal information		■		
11(2)	Notification concerning correction to personal information has been made	■	■		
11(4)	Notification that correction to personal information has been refused	■	■		
13(1)	Disclosure of personal information relating to physical or mental health		■		
14	Examination in presence of medical practitioner or psychologist		■		

ANNEX B: STATISTICAL REPORT ON THE *PRIVACY ACT* FOR 2024-2025

Government
of CanadaGouvernement
du Canada

Statistical Report on the *Privacy Act*

Name of institution: Department of National DefenceReporting period: 2024-04-01 to 2025-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		6891
Outstanding from previous reporting periods		1495
• Outstanding from previous reporting period	531	
• Outstanding from more than one reporting period	964	
Total		8386
Closed during reporting period		7320
Carried over to next reporting period		1066
• Carried over within legislated timeline	467	
• Carried over beyond legislated timeline	599	

1.2 Channels of requests

Source	Number of Requests
Online	4231
E-mail	967
Mail	1693
In person	0
Phone	0
Fax	0
Total	6891

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	330	948	150	110	56	62	20	1676
Disclosed in part	163	1488	303	280	183	448	193	3058
All exempted	6	13	1	1	1	2	3	27
All excluded	0	0	0	0	0	0	0	0
No records exist	1299	211	75	49	15	37	23	1709
Request abandoned	581	170	52	19	5	7	13	847
Neither confirmed nor denied	0	0	1	0	0	1	1	3
Total	2379	2830	582	459	260	557	253	7320

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	35	23(a)	0
19(1)(a)	1	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	2	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	12	22(1)(b)	7	24(b)	0
19(1)(d)	11	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	3054
19(1)(f)	0	22.1	0	27	91
20	0	22.2	0	27.1	0
21	33	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)	1	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	
310	4424	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
1539185	1518023	5608

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	1344	25225	267	59038	58	39922	7	8549	0	0
Disclosed in part	1008	36760	1051	288297	541	391248	458	681901	0	0
All exempted	14	367	8	1523	0	0	3	4503	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	843	88	2	617	0	0	1	1147	0	0
Neither confirmed nor denied	3	0	0	0	0	0	0	0	0	0
Total	3212	62440	1328	349475	599	431170	469	696100	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
2298	6	18

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	5	113	5	386	5	1297
All exempted	0	0	0	0	2	480
All excluded	0	0	0	0	0	0
Request abandoned	1	22	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	6	135	5	386	7	1777

3.5.5 Relevant minutes processed and disclosed for video format

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
1310	0	9

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	4	80	0	0	3	923
All exempted	0	0	0	0	1	234
All excluded	0	0	0	0	0	0
Request abandoned	0	0	1	73	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	4	80	1	73	4	1157

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	1	0	0	1
Disclosed in part	1	1	0	18	20
All exempted	0	0	0	2	2
All excluded	0	0	0	0	0
Request abandoned	0	0	0	1	1
Neither confirmed nor denied	0	0	0	0	0
Total	1	2	0	21	24

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	5449
Percentage of requests closed within legislated timelines (%)	74.43989071

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
1871	1126	0	0	745

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	226	0	226
16 to 30 days	125	1	126
31 to 60 days	272	7	279
61 to 120 days	295	29	324
121 to 180 days	198	38	236
181 to 365 days	406	87	493
More than 365 days	170	17	187
Total	1692	179	1871

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
154	67	67	288

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 Confidence Section (Section 70)	External	Internal	
188	0	0	188	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 Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	188	0	0	0	0	0
31 days or greater								0
Total	0	0	188	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	8	441	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	8	441	0	0
Closed during the reporting period	6	392	0	0
Carried over within negotiated timelines	1	13	0	0
Carried over beyond negotiated timelines	1	36	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	3	1	1	0	0	0	0	5
Disclose in part	1	0	0	0	0	0	0	1
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	4	1	1	0	0	0	0	6

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
82	92	42	2	218

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)**10.1 Privacy Impact Assessments**

Number of PIAs completed	2
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	66	0	0	1
Central	0	0	0	0
Total	66	0	0	1

Section 11: Privacy Breaches**11.1 Material Privacy Breaches reported**

Number of material privacy breaches reported to TBS	2
Number of material privacy breaches reported to OPC	2

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	236
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$5,770,109
Overtime		\$3,599
Goods and Services		\$1,031,884
• Professional services contracts	\$718,415	
• Other	\$313,469	
Total		\$6,805,592

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	67.082
Part-time and casual employees	3.045
Regional staff	0.000
Consultants and agency personnel	4.500
Students	0.164
Total	74.791

Note: Enter values to three decimal places.

ANNEX C: SUPPLEMENTAL STATISTICAL REPORT ON THE *ACCESS TO INFORMATION ACT* AND *PRIVACY ACT* FOR 2024-2025

Government
of CanadaGouvernement
du Canada

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

Name of institution: Department of National Defence

Reporting period: 2024-04-01 to 2025-03-31

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, 2025	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2025	Total
Received in 2024-25	240	874	1114
Received in 2023-24	3	525	528
Received in 2022-23	1	284	285
Received in 2021-22	1	184	185
Received in 2020-21	0	95	95
Received in 2019-20	0	80	80
Received in 2018-19	0	22	22
Received in 2017-18	0	3	3
Received in 2016-17	0	1	1
Received in 2015-16 or earlier	0	1	1
Total	245	2069	2314

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 2024-25	132
Received in 2023-24	4
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	2
Received in 2019-20	1
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16 or earlier	2
Total	141

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, 2025	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2025	Total
Received in 2024-25	467	499	966
Received in 2023-24	0	86	86
Received in 2022-23	0	14	14
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 or earlier	0	0	0
Total	467	599	1066

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 2024-25	25
Received in 2023-24	9
Received in 2022-23	7
Received in 2021-22	0
Received in 2020-21	2
Received in 2019-20	2
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16 or earlier	0
Total	45

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2024-25?

Yes

Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2024-25?

15

Canada