

2023–2024 ANNUAL REPORT
ACCESS TO INFORMATION ACT



Published by: National Film Board of Canada
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ISSN 2816-2617
Cat.No. NF1-8E-PDF

1. INTRODUCTION

The *Access to Information Act* (the “Act”) gives Canadian citizens as well as individuals and corporations present in Canada the right to access records under the control of federal government institutions, subject to limited and specific exceptions. The Act is intended to complement existing procedures for access to government information and not to limit in any way information that is normally available to the public.

Section 94 of the Act requires the head of every government institution to prepare a report on the administration of this Act within the institution during the period beginning on April 1 of the preceding year and ending on March 31 of the current year.

This report, prepared and tabled in Parliament pursuant to section 20 of the *Service Fees Act* and section 94 of the Act, describes how the National Film Board of Canada (the “NFB”) administered the Act in fiscal year 2023–2024.

The NFB’s mandate is to create relevant and innovative audiovisual content that interprets Canada and its diversity to Canadians and people around the world. The NFB works with filmmakers and artists from every region of Canada to produce exceptional documentaries, animated films and interactive/immersive works rooted in Canadian experiences and realities. The NFB has long been a champion of technological and film innovation, both nationally and internationally. The NFB seeks to reflect the perspectives and experiences of communities that are systematically underrepresented in the media and to develop innovative new storytelling forms and approaches.

2. ORGANIZATIONAL STRUCTURE

In accordance with section 95 of the Act, the Minister of Canadian Heritage appoints the following individuals to administer the *Access to Information Act*:

- the Government Film Commissioner;
- the Access to Information Coordinator;
- the Legal Counsel.

The NFB has no official entity tasked with processing access to information requests. The requests are forwarded to the Access to Information Coordinator, who is part of the Business Affairs and Legal Services department.

The Access to Information Coordinator is also responsible for coordination pursuant to the *Privacy Act*. There are no other ATIP (Access to Information and Privacy) officers at the NFB.

The NFB was not party to any service agreement under section 96 of the Act during the period covered by this report.

The NFB ensures proactive publication through the dedicated efforts of our Finance and Administration Services. This team diligently identifies and compiles relevant contract and expense information for publication. Additionally, they are responsible for reporting the expenses prescribed by the *Financial Administration Act*.

The NFB uses the following approaches to meet its proactive publication requirements: a document-management system (to organize and categorize documents for proactive publication, such as contracts); a publication schedule; a section of our institutional website dedicated to documents for the public to find and access; and lastly, regular monitoring by the head of financial operations to ensure adherence to legislated timelines and quality standards.

Regular verification processes are conducted to assess the compliance of the methods and information with relevant legislation and directives.

3. DELEGATION ORDER

A copy of the Delegation Order is attached as Appendix A.

4. 2023–2024 PERFORMANCE

The 2023–2024 Statistical Report on the *Access to Information Act* and the Supplemental ATIP Statistical Report for 2023–2024 are attached as Appendix B.

Percentage of requests responded to within legislated timelines

From April 1, 2023, to March 31, 2024, the NFB responded to 5 requests, and all of them were fully processed within the deadlines prescribed by the Act (100%).

Completion times and extensions

The 5 requests that were fully processed by the NFB in 2023–2024 were completed within the following timeframes:

- 1 request processed within not more than 30 days (20%);
- 2 requests processed within 31 to 60 days (40%); and
- 2 requests processed within 61 to 120 days (40%).

The original time limit for responding to the requests would have unreasonably disrupted the operations of the NFB. Given the complexity and volume of information requested, meeting the initial deadline would have hindered our ability to ensure a thorough and accurate response. The extensions were also necessary to conduct internal consultations. These consultations involve various departments who possess the relevant knowledge required to review and process the requested information appropriately.

Number of active requests that are outstanding from previous reporting periods

There are no active requests outstanding from previous reporting periods.

Number of active complaints that are outstanding from previous reporting periods

There are no complaints that are outstanding from previous reporting periods.

Consultations

In 2023–2024, the NFB processed 3 consultation requests. All 3 consultation requests were completed within 30 days. These requests originated from other federal institutions.

Release of records

In 2023–2024, the NFB released the records as follows:

- 1 request for which the NFB fully disclosed the requested records (20%);
- 4 requests for which the NFB released the requested records in part (80%).

5. TRAINING AND AWARENESS

During this reporting period, the ATIP Coordinator maintained regular communication with Finance and Administration Services to assess proactive publication practices. Additionally, the ATIP Coordinator diligently monitored the completion by newly hired employees of the mandatory training course "Access to Information and Privacy Fundamentals" (COR502), from the Canada School of Public Service.

6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

In this reporting period, no new organizational policies or procedures relating to the administration of the Act were implemented at the NFB.

7. PROACTIVE PUBLICATION UNDER PART 2 OF THE ACT

The NFB is a government entity as listed in Schedule I of the Act and Schedule I.1 Column 1 of the *Financial Administration Act* for the purposes of Part 2 of the Act.

The following Table lists the sections of Part 2 of the *Access to Information Act* that the NFB is responsible for:

Legislative Requirement	Section	Publication Timeline	Compliance Rate	Proactive Publication (web link)
All Government Institutions as defined in section 3 of the <i>Access to Information Act</i>				
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	91.67%	Government Travel Expenses (canada.ca)
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	83.33%	Search Government Hospitality Expenses Open Government - Government of Canada
Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>				
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	100%	Search Government Contracts over \$10,000 (canada.ca)

8. INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION

Collaborating closely with the head of the archives department, the ATIP Coordinator identified areas for improvement in information provision and explored innovative approaches to enhance the public's access to archival documents. The resulting procedural changes may account for the reduction in formal information requests.

Furthermore, our web development and digital platform services took proactive measures to overhaul the NFB's websites, aiming to enhance the user experience for individuals searching for historical documents.

The ATIP Coordinator uses the ATIP Online platform for the purpose of receiving and addressing inquiries.

In conclusion, it is also noteworthy that NFB employees have undergone training in Indigenous reconciliation, which has instilled in them a heightened sensitivity towards facilitating services for Indigenous requesters.

9. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

No complaints were filed against the NFB during the 2023–2024 year.

10. MONITORING COMPLIANCE

The ATIP Coordinator monitors the processing time of access to information requests, analyzing each file to determine the reasonableness of the allocated time, considering the nature of the request and the NFB's ongoing operations.

The ATIP Coordinator demonstrates attentiveness towards outstanding requests from previous reporting periods. In instances where the legislated timelines were surpassed due to lack of response from another institution, appropriate measures are implemented to conclude the waiting period and progress with the requests in accordance with established procedures.

The ATIP Coordinator identified a demand for access to historical documents. In response, a dedicated working group was established in collaboration with the head of the archives department. This initiative aims to enhance public accessibility to archival materials, thereby mitigating the volume of access to information requests.

To ensure compliance and streamline procedures, the head of operations for Finance and Administration Services oversees the proactive publication of contracts and expenses and maintains regular communication with the ATIP Coordinator. This ongoing collaboration ensures that protocols align with regulatory requirements and undergo periodic reviews for optimization.

11. REPORTING ON ACCESS TO INFORMATION FEES FOR THE PURPOSES OF THE SERVICE FEES ACT

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution. With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

- Enabling authority: *Access to Information Act*;
- Fee payable: \$5. This is the application fee for an access to information request payable pursuant to subsection 7 (1) (a) of the *Access to Information Regulations*;
- Total revenue: \$20;
- Fees waived: No fees were waived for the 2023–2024 fiscal year;
- Cost of operating the program: \$29,872.

APPENDIX A

DELEGATION ORDER

ACCESS TO INFORMATION ACT

National Film Board of Canada

Access to Information Act and Privacy Act Delegation Order

The Minister of Canadian Heritage, pursuant to subsection 95 (1) of the *Access to Information Act* and to subsection 73 (1) of the *Privacy Act*, hereby designates the persons holding the positions set out below, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as the head of the National Film Board of Canada, under the provisions of the *Access to Information Act* and *Privacy Act* and related regulations. This designation replaces all previous delegation orders.

Schedule

Positions	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Government Film Commissioner	Full authority	Full authority
Legal Counsel	Full authority	Full authority
Access to Information and Privacy Coordinator	Full authority	Full authority

Dated, at the City of Gatineau, this 18 day of April, 2023



The Honourable Pablo Rodriguez
Minister of Canadian Heritage

APPENDIX B

2023–2024 STATISTICAL REPORTS

ACCESS TO INFORMATION ACT



Statistical Report on the Access to Information Act

Name of institution: NATIONAL FILM BOARD OF CANADA

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

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

		Number of Requests
Received during reporting period		5
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		5
Closed during reporting period		5
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	0
Decline to Identify	5
Total	5

1.3 Channels of requests

Source	Number of Requests
Online	5
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	5

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		6
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		6
Closed during reporting period		6
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	2
E-mail	4
Mail	0
In person	0
Phone	0
Fax	0
Total	6

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
5	0	1	0	0	0	0	6

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
1	1	0	0	0	0	0	0	0	0

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
4	73	0	0	0	0	1	1564	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 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	1	0	0	0	0	1
Disclosed in part	0	1	1	2	0	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	0	1	2	2	0	0	0	5

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	1	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	1	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	1	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	5	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
219	219	5

4.5.2 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	12	0	0	0	0	0	0	0	0
Disclosed in part	3	55	1	152	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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	4	67	1	152	0	0	0	0	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.4 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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6 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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	5
Percentage of requests closed within legislated timelines (%)	100

4.7 Deemed refusals

4.7.1 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

4.7.2 Requests 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

4.8 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 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	1	0
Disclosed in part	3	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	3	0	1	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	1	0	1	0
31 to 60 days	2	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	3	0	1	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	4	\$20.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	4	\$20.00	0	\$0.00	0	\$0.00

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	3	70	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	3	70	0	0
Closed during the reporting period	3	70	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	3	0	0	0	0	0	0	3
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	3	0	0	0	0	0	0	3

Section 9: Investigations and Reports of finding**9.1 Investigations**

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action**10.1 Court actions on complaints**

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the *Access to Information Act*

11.1 Allocated Costs

Expenditures		Amount
Salaries		\$29,872
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$29,872

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.400
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.400

Note: Enter values to three decimal places.

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

Name of institution: NATIONAL FILM BOARD OF CANADA

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
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Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
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Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

