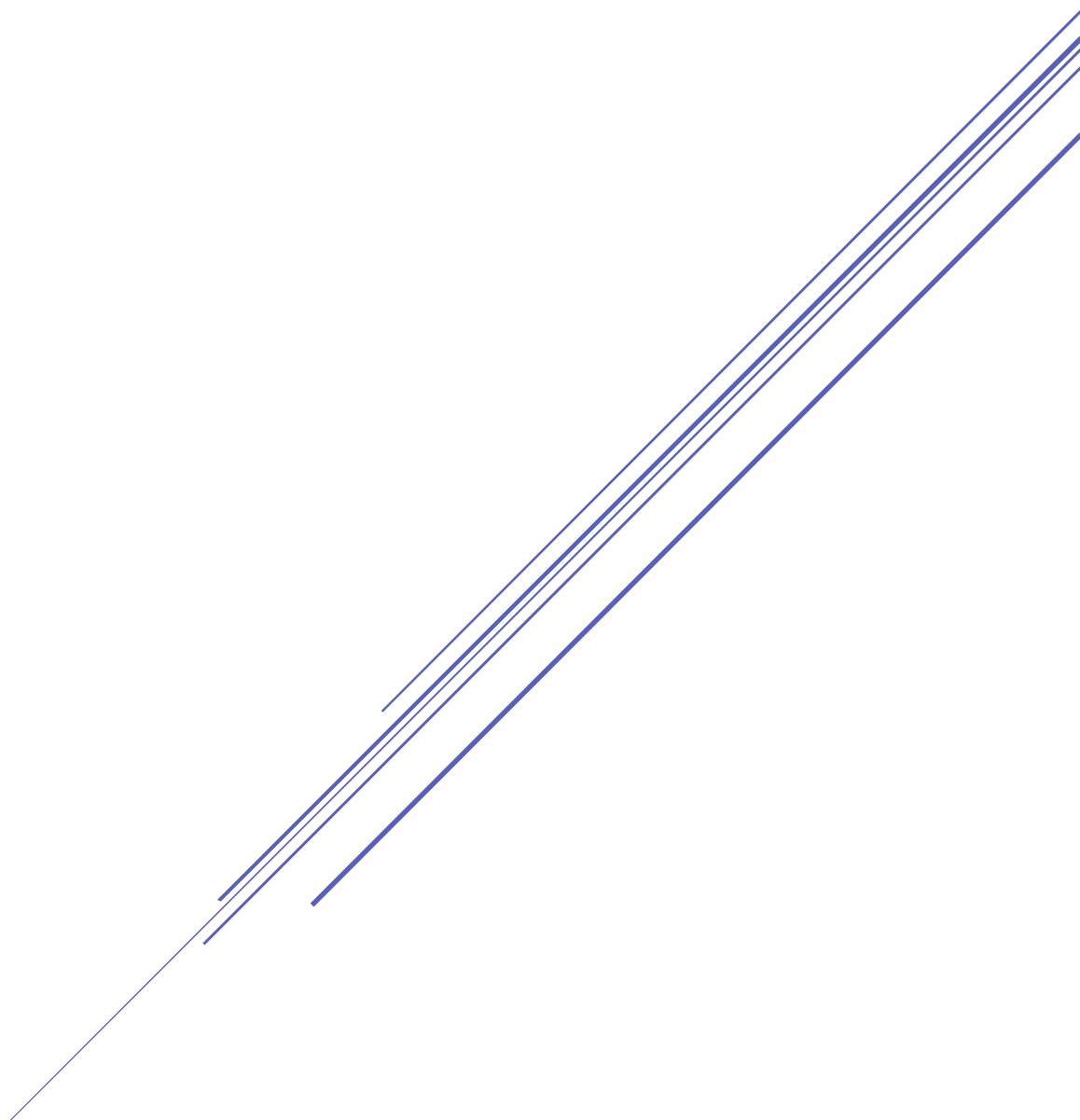


The Patented Medicine Prices Review Board's 2023-2024 Annual Report to Parliament

Privacy Act



Patented Medicine
Prices Review Board
Canada

Conseil d'examen du prix
des médicaments brevetés
Canada

A copy of the report can be obtained from, and enquiries can be directed to, the Senior Director, Corporate Services and Chief Financial Officer at:

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Standard Life Building
Box L40
333 Laurier Avenue West, Suite 1400
Ottawa, Ontario – K1P 1C1
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Patented Medicine
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Introduction

The Patented Medicine Prices Review Board (PMPRB, The Board) is pleased to present to Parliament its annual report on the administration of the Privacy Act services, in accordance with section 72 of the *Privacy Act*. The report describes activities that support compliance with this law for the fiscal year beginning April 1, 2023, and ending March 31, 2024.

About the PMPRB and its Mandate

The PMPRB is an independent quasi-judicial body established by Parliament in 1987 under the *Patent Act (the Act)*. The Minister of Health is responsible for the pharmaceutical provisions of the Act as set out in sections 79 to 103. Although part of the Health Portfolio, the PMPRB carries out its mandate from the Minister of Health at arm's length. It also operated independently of other bodies, such as Health Canada, which approves drugs for safety and efficacy; federal, provincial, and territorial public drug plans, which have the responsibility for approving the listing of drugs on their respective formularies and determining price levels for the purpose of reimbursement; and the Common Drug Review, which provides listing recommendations based on cost-effectiveness to participating public drug plans.

Through its price review mandate, the PMPRB ensures that the prices of patented medicines sold in Canada are not excessive. Through its reporting mandate, the PMPRB issues an Annual Report with information on trends in pharmaceutical sales and pricing and on research and development (R&D) spending by Rights Holders.

Purpose of the *Privacy Act*

The *Privacy Act* protects an individual's privacy by setting out provisions related to the collection, retention, accuracy, disposal, use and disclosure of personal information. It also gives Canadian citizens and permanent residents of Canada the right to access information about themselves held by the federal government, with certain specific and limited exceptions.

Organizational Structure

Information Management (IM) and Access to Information and Privacy Group

The PMPRB is a department of approximately 82 FTEs. Privacy requests are received and processed by the Access to Information and Privacy Analyst (ATIP Analyst), reporting to the Team Leader, Information Management and ATIP, who is responsible for reporting to the Coordinator, who in turn reports to the Chairperson of the Board on the disposition of the requests. The ATIP Analyst is

responsible for consultations with the applicants, other government institutions, third parties, legal services, and the Office of the Privacy Commissioner.

A processing structure for the receipt, review and retrieval of requests is established to ensure incoming requests are registered with the ATIP Analyst, tasked to the appropriate Branch for action, and receipt of acknowledgement is sent to the applicant. The documents relevant to the request are retrieved by the Branch and forwarded to the ATIP Analyst, who reviews and recommends severances, consults with Legal Services on accuracy and any potential issues, and forwards all documents to the Team Leader, IM and ATIP for approval, then to the Coordinator for final approval. Once approval is received, the ATIP Analyst prepares the documents and processes the information for dissemination within the prescribed timeframe.

The ATIP Analyst liaises and coordinates with the Treasury Board Secretariat (TBS), the Office of the Privacy Commissioner, and any other government department or agency. The Team Leader, Information Management and ATIP develops and maintains the corporate policies and practices related to access to information and privacy.

Delegation of Authority

The Chairperson of the Board has delegated the responsibilities associated with the administration of the Privacy Act to the Senior Director, Corporate Services and Chief Financial Officer. As a result, Privacy duties are part of the Information Services Division, Corporate Services, and operational responsibility for the application of the Act has been delegated to Devon Menard, Senior Director, Corporate Services and Chief Financial Officer, to act as the Access to Information and Privacy Coordinator (Coordinator); see [Appendix A](#) for the signed Delegation Order.

Openness and Transparency

The PMPRB is committed to being open and transparent and continues to make information available to Canadians. The department continues to publish information per Part 2 of the ATIA, including ATI summaries, travel and hospitality expenses, reclassification of positions, and contracts over \$10,000. The department is also committed to creating documents following accessibility guidelines; this document follows those guidelines.

Performance for 2023-2024

Caseload and Carry Forward

In 2023-2024, the PMPRB received one privacy request, and no privacy requests were outstanding from the previous fiscal year. Due to the nature of the PMPRB’s work, privacy requests are quite rare. In the past five years, the PMPRB has received a total of five privacy requests.

Performance for 2023-2024

Type of Request	Received	Closed
Privacy	1	1
Total	1	1

The following section of the report includes an interpretation and explanation of the data in the PMPRB’s Statistical Report, which summarizes Privacy-related activity between April 1, 2023, and March 31, 2024. [\(Appendix B – PA\)](#)

Privacy Act

Key Statistics by Fiscal Year

Fiscal Year	Number of Requests Received	Number of Requests Caried Over	Total Caseload	Number of requests Closed
2019-2020	2	0	2	2
2020-2021	2	0	2	2
2021-2022	0	0	0	0
2022-2023	0	0	0	0
2023-2024	1	0	1	1

Cost for Administering the *Privacy Act*

Since only one request was received, and no documents existed, due to low materiality, the PMPRB is not reporting spending any resources on the administration of the *Privacy Act*.

Training and Awareness

No formal training in Privacy was done for the 2023-2024 fiscal year.

Policies, Guidelines, Procedures and Initiatives

ATIP Analyst Quarterly Meetings

The ATIP Analyst attended quarterly ATIP community meetings hosted by TBS. Several topics were addressed, such as how to apply various sections of the Act, the complaint process, and the principles of the PA.

Processes and Procedures

The ATIP Group is working in collaboration with other government institutions to map out workflows and procedure manuals and optimize approval and review processes.

Summary of Key Issues and Actions Taken on Complaints and Audits

Complaints to the Privacy Commissioner

No complaints were filed with the Privacy Commissioner.

Monitoring Compliance

The current monitoring process is done regularly through the ATIP Analyst and the Team Leader, Information Management and ATIP. They report on daily activities and request statuses are provided on an as-needed (*ad hoc*) basis.

Other Reporting Requirements Specific to the Privacy Act

Material Privacy Breaches

During the 2023-2024 fiscal year, the PMPRB reported no material breach to the Office of the Privacy Commissioner and the Treasury Board Secretariat.

Privacy Impact Assessments

No privacy impact assessments were completed during the 2023-2024 fiscal year.

Public Interest Disclosures

During the 2023-2024 fiscal year, there were no disclosures made under section 8(2)(m) of the *Privacy Act* and, therefore, no section 8(5) written notifications were made to the Office of the Privacy Commissioner.

Appendix A: *Access to Information and Privacy Act* – Delegation Order

Pursuant to subsection 95(1) of the *Access to Information Act* (ATIA), R.S.C.C. A-1 and subsection 73(1) of the *Privacy Act*, R.S.C., 1985 c. P-21, as amended:

I, Thomas J. Digby, Chairperson of the *Patented Medicine Prices Review Board*, a government institution as listed in Schedule 1 (Section 3) of the Act, do hereby authorize Devon Menard, Senior Director, Corporate Services and Chief Financial Officer of the *Patented Medicine Prices Review Board* to exercise, perform and to carry out the duties, functions, and powers of the Access to Information and Privacy Coordinator.

Dated in Ottawa, in the Province of Ontario, this September 6, 2024.

Thomas J. Digby
Chairperson of the Board
Patented Medicine Prices Review Board

Appendix B: Statistical Report on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution:

Patented Medicine Prices Review Board

Reporting period:

4/1/2023

to

3/31/2024

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		1
Closed during reporting period		1
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

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

Section 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							
	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	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	1

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

3.4 Format of information released

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

3.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

3.5.2 Relevant pages processed per request disposition for paper, e-record and dataset formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

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

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

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

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.7 Other complexities

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

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	1
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

3.7.2 Request closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 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

	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	
Number of extensions taken								
0	0	0	0	0	0	0	0	0

6.2 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	
Length of Extensions								
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater								0
Total	0	0	0	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	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							
	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
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							
	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
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

[illegible]

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
0	0	0	0	0

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

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

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

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	0
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

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

12.2 Human Resources

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

Note: Enter values to three decimal places.

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

Name of institution:

Patented Medicine Prices Review Board

Reporting period:

2023-04-01

to

2024-03-31

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 2018-19	0	0	0
Received 2017-18	0	0	0
Received 2016-17	0	0	0
Received 2015-16	0	0	0
Received 2014-15 or earlier	0	0	0

2.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are 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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