



Report on the Administration of the *Privacy Act*

2023-2024 Annual Report



ROYAL CANADIAN MINT

PRIVACY ACT

2023-2024 ANNUAL REPORT TO PARLIAMENT

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I. INTRODUCTION

The purpose of the *Privacy Act* (the *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 that provide individuals with a right of access to that information. The *Act* also puts forward the provisions for the collection, use, disclosure, and retention of personal information by government institutions. The protection and promotion of Canadians' privacy rights and the safeguarding of personal information is a priority for, and taken seriously by, the Royal Canadian Mint (the Mint).

As a federal Crown corporation, the Mint is subject to the *Act*. This Annual Report provides an account of the Mint's administration of the *Act* during the period of April 1, 2023 to March 31, 2024. The Mint is also reporting on behalf of its wholly owned subsidiary, RCMH-MRCF Inc. (refer to B. below). The report therefore accounts for the RCMH-MRCF Inc.'s administration of the *Act* for the reporting period.

The Annual Report is prepared and tabled in Parliament in accordance with section 72 of the *Act*.

A. ROYAL CANADIAN MINT

The Mint, originally a branch of Britain's Royal Mint, struck the Dominion's first domestically produced coin in 1908, and became a wholly Canadian institution in 1931. A fully commercial Crown corporation since 1969, the Mint operates for profit and its scope of activities extends throughout the world. It is classified as a Schedule III-II Corporation under the *Financial Administration Act*, the category reserved for organizations that conduct commercial operations and are self-sufficient. The Mint reports to Parliament through the Minister of Finance.

Subsection 3(2) of the *Royal Canadian Mint Act* establishes the mandate of the Mint "*to mint coins in anticipation of profit and to carry out other related activities.*" The Mint produces and arranges for the production and supply of coins of the currency of Canada. It also produces circulation and non-circulation coins for foreign countries, produces and markets bullion coins, operates gold and silver refining, and conducts coin-related manufacturing and commercial activities that generate profit.

The Mint markets its goods and services throughout Canada and in many countries around the world. Its continued success and vitality as a corporation depend upon its ability to respond quickly to market demands and compete and position itself in international and domestic markets. As a profit-making Crown corporation, the Mint operates like a business while serving a public policy purpose, which is the production and distribution of Canadian circulation coins.

B. RCMH-MRCF INC.

As part of its business development initiative, the Mint set up a wholly-owned subsidiary, RCMH-MRCF Inc., which was incorporated under the *Canada Business Corporations Act* in June 2002. This holding company was formed to help the Mint improve efficiency, manage the cost of products, and increase profitability.

RCMH-MRCF Inc. has been operationally inactive since December 31, 2008 and does not employ staff. Its officers and directors are employees of the Mint. As a wholly-owned subsidiary, RCMH-MRCF Inc. is subject to the Act.

II. ORGANIZATIONAL STRUCTURE

The access to information and privacy (ATIP) function is part of the Corporate Affairs Section within the Corporate and Legal Affairs Division of the Mint. The Director, Regulatory Affairs (Compliance), who is also the designated ATIP Coordinator, oversees the implementation of the *Access to Information Act and Privacy Act* and ensures compliance with the legislation within the Mint and its wholly-owned subsidiary, RCMH-MRCF Inc. An operational team (ATIP Office) and privacy program team (Privacy Office) report to the Director and carry out key responsibilities in support of the Mint's ATIP compliance obligations.

For the full reporting period, the ATIP Office was comprised of an ATIP Manager and ATIP Analyst, dedicated to the management of operational activities related to requests under both the *Access to Information Act* and the *Privacy Act*. The portion of their time dedicated to the administration of the *Act* is recorded in the attached Statistical Report. The ATIP Coordinator held duties pertaining to files other than ATIP and, accordingly, the portion of the Coordinator's time dedicated to the *Act* is recorded in the Statistical Report.

The Senior Program Manager, Privacy has responsibility for the day-to-day management of the Mint's Privacy Office and corporate privacy program. The incumbent fosters a culture of privacy by leading and supporting the horizontal coordination and integration of privacy requirements and best practices in organizational activities, initiatives and decisions, developing and promoting user-friendly tools and resources, and delivering employee training and building awareness. The Privacy Office provides subject matter expertise and professional advisory services on all aspects of privacy compliance and privacy-related queries and issues for the organization, including Privacy Impact Assessments (PIAs), privacy by design guidance and privacy breach management.

During the reporting period, resources were supplemented by the services of two part-time consultants who assisted with request processing and privacy policy and compliance matters.

The Mint was not party to any service agreements under section 73.1 of the *Act*.

III. DELEGATION ORDERS

As head of the institution, the President and CEO of the Mint has overall accountability for the *Act*. To assist in the discharge of the President and CEO's responsibilities, select powers, duties, and functions have been formally delegated to certain positions per the organizations' respective Delegation Orders (see Attachments 1 and 2).

The Delegation Orders pre-date Bill C-58 (June 19, 2019), the passage of which resulted in amendments to the *Act*. During the reporting period, TBS updated its *Policy on Privacy Protection* with the list of powers that can be delegated, in consideration of Bill C-58. The Mint will finalize the required updates to its Delegation Orders during the next reporting period in alignment with the *Policy on Privacy Protection*.

IV. PERFORMANCE 2023-2024

The Statistical Report in Attachment 3 presents data on the processing of formal requests for personal information under the *Act* closed by the Mint as well as other privacy policy and compliance activities in 2023-24. This section provides a narrative summary and interpretation of that data. Where possible, a three-year trend analysis is provided. As detailed later in the report, there is no statistical information to report for RCMH-MRCF Inc. (Attachment 4). The Mint also processes informal privacy requests from employees and customers as requested and as appropriate.

In 2023-24, the Mint continued to increase its compliance rate over the past 3 years despite an increase in total requests processed. This is in part due to the completion of all outstanding requests under the *Access to Information Act* and *Privacy Act* in the previous reporting period. As part of the Mint's digital transformation journey, during the reporting period, the Mint procured one of the two request processing software solutions which have been vetted and approved by the Government of Canada (GoC). Software configuration, implementation and testing efforts were ongoing throughout the year, and implementation will be completed in Q2 of the next reporting period. It is expected the software will create more opportunity for ATIP request processing efficiency and compliance gains.

The following table presents an overview of the key data for the Mint (subsequent charts below provide more information).

Figure 1: Privacy Act - Overview of Key Data

	2023- 24	2022- 23	2021- 22
Formal requests received under the <i>Privacy Act</i>	6	1	5
Requests outstanding from previous reporting period	0	1	7
Requests completed during the reporting period	6	2	11
Requests completed within 30 calendar days	5	1	3
Requests completed within 31-60 calendar days	1	0	2
Requests completed within 61 or more calendar days	0	1	6
Number of requests completed within legislated timeframes	5	1	5
Number of requests completed beyond legislated timeframes	1	1	6
Public interest disclosures	0	0	0
New Complaints to the Office of the Privacy Commissioner	0	0	0
Material privacy breaches	0	0	0

A. ROYAL CANADIAN MINT

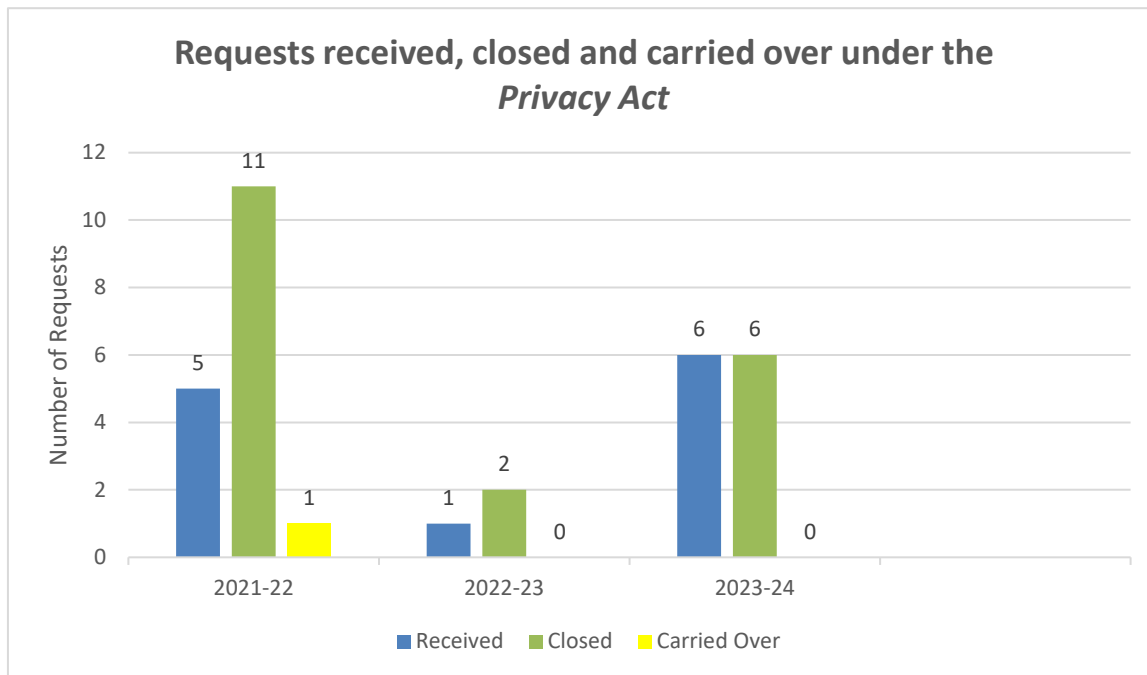
During the 2023-24 reporting period, the Mint processed a total of 6 formal requests, all of which were new. All 6 requests were closed in 2023-24 and, accordingly, there were no active requests as of the last day of the reporting period.

Five of the six requests were responded to within the legislated timeframe (i.e. 83%), compared to 1 in 2022-23 (i.e. 50%) and 5 in 2021-22 (i.e. 45.45%).

The receipt of 6 formal requests under the Act in the reporting period represents a significant increase from the 1 request received in 2022-23, and a slight increase from 5 in 2021-22.

The following chart illustrates yearly trends in requests received, closed, and carried over:

Figure 2: Requests received, closed, and carried over



Disposition of Closed Requests

Of the 6 requests closed during this reporting period, 2 were disclosed in part (i.e. some information was exempt from disclosure). For the other 4 requests, no responsive records existed. Accordingly, 33% of requests were “disclosed in part”.

Extensions

Of the 6 requests closed during the reporting period, 1 request incurred a time extension of 10 days. The extension for this request was taken pursuant to section 15(a)(i) of the Act due to page volume.

Exemptions and Exclusions Used

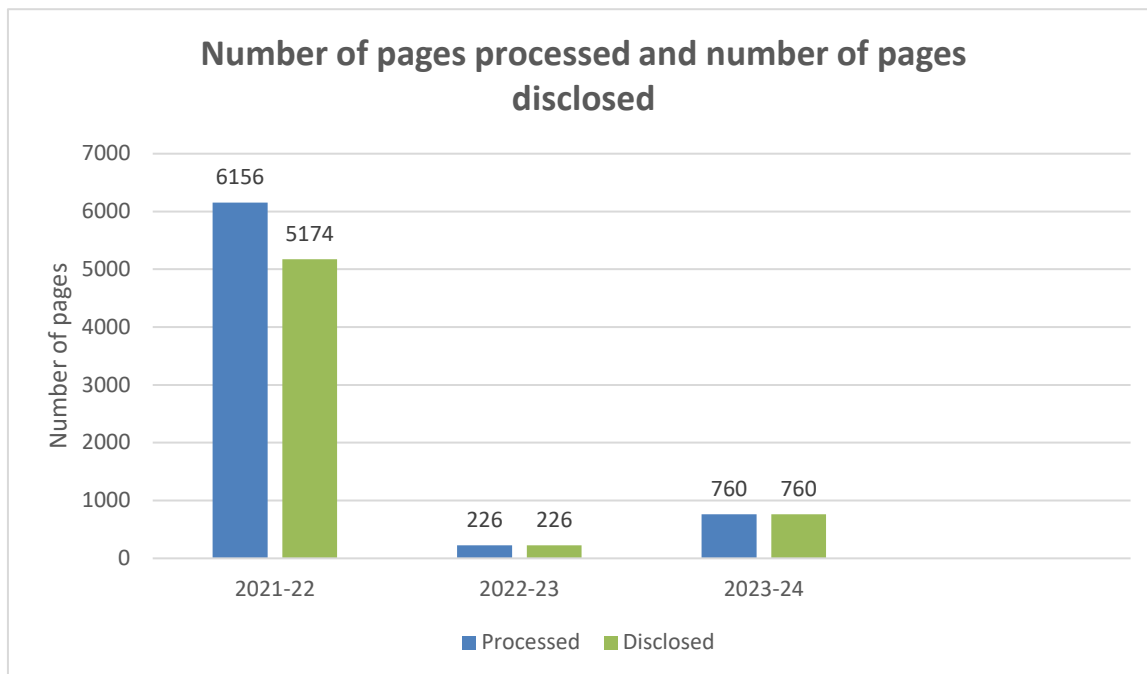
Section 26 (personal information about another individual) was invoked for the 2 “disclosed in part” requests and is a commonly used exemption year over year. No requests were subject to any exclusions.

Size and Complexity

For the 6 requests closed in the reporting period, the Mint processed 760 pages, a significant increase from the 2022-23 reporting period (226 pages), and a significant decrease from 2021-22 (6156 pages). It should be noted that the number of pages processed does not include the number of pages that were examined to determine relevancy and identify duplicates, which is much greater, and does not reflect the complexity of review with certain requests.

The following chart illustrates trends in request page volume.

Figure 3: Number of pages processed and disclosed



Correction of Personal Information

No request for correction of personal information was received during the current and previous two reporting periods.

Consultations from Other Institutions

No consultation from another government institution or organization was received during the current and previous two reporting periods.

Consultations on Cabinet Confidences

No consultation was carried out with the Privy Council Office on Section 70 of the *Act* during the current and previous two reporting periods.

Complaints

There were no outstanding complaints from the previous reporting period and no complaints were received. As such, there were no active complaints as of the last day of the reporting period.

B. RCMH-MRCF Inc.

During the current and previous two reporting periods, the Mint's subsidiary RCMH-MRCF Inc. did not receive any informal or formal requests, requests for consultation from other government institutions or organizations, or complaints.

C. RESOURCES RELATED TO THE PRIVACY ACT

The cost of administering the Mint's privacy program for this reporting period is estimated at \$295,748, which includes primarily salaries and costs for two consultants to assist with request processing and ad hoc privacy policy matters. This expenditure represents an increase of 50.5% from last reporting period and reflects work done to support digital transformation through Privacy Impact Assessments and privacy awareness training. The cost does not include the resources required by other areas of the Corporation to search for responsive records and provide recommendations concerning disclosure or non-disclosure of the information.

In terms of resources, the number of person years dedicated to privacy activities was 1.478, the same as the last reporting period.

V. TRAINING AND AWARENESS

In this reporting period, the Mint continued to provide its mandatory corporate-wide privacy awareness and training e-module. The course was refreshed with a new look and feel and updated custom content. Because the training is a rolling requirement applicable to new employees as they are hired at the Mint, tracking completion is an ongoing effort and gap reports are periodically provided to the Privacy Office by the Learning and Development team such that the appropriate follow-up with employees and their people leaders can occur.

This training offering fulfills a key compliance requirement under section 4.2.1 of the TBS Policy on Privacy Protection, which requires employees to be made aware of policies, procedures and legal responsibilities under the *Act*. Furthermore, it supports the Mint's privacy policy, which states that employees in all positions and levels shall participate in training that is current and relevant to their specific positions, duties and level of responsibility. The course is integrated into the Mint's onboarding process for new employees, and its plain language and user-friendly design does not presume any previous privacy training by participants.

Training on privacy matters also occurs throughout the year on an as-needed basis via meetings and briefings with employees in different functional areas working on projects and initiatives that have privacy compliance components as well as in response to areas facing new issues and questions in the protection of personal information. For example, in December 2023, the Senior Program Manager Privacy provided privacy awareness training sessions to project managers and other select individuals involved in the Mint's D365 digital transformation initiative. This training focused on data migration and testing issues in terms of applicable privacy principles and safeguards to mitigate against privacy breaches.

Communication and awareness on privacy matters also occurs via the Mint's internal e-publication for staff entitled *The Source*. In the reporting period, the Privacy Office developed an article for all-staff promoting the GoC Digital Privacy Playbook and encouraging the uptake of the practical guidance offered to plan and design initiatives at the Mint with privacy in mind. A second article was published for the annual Data Privacy Day in January 2024 detailing how privacy and democratic rights are linked and how Mint employees could learn more about privacy as a fundamental human right.

The ATIP Office conducted access to information and privacy request training across the Mint through team-specific and targeted training sessions. Each session addresses the access to information and privacy employee training requirements prescribed by TBS. These sessions also were used to reinforce the compliance requirements outlined in the Mint's mandatory corporate-wide privacy awareness and training e-module.

VI. POLICIES, GUIDELINES, AND PROCEDURES

In the previous reporting period, the Mint commenced development and drafting work on minor administrative updates to its corporate Privacy Policy (the Policy) and Privacy Breach Directive (the Directive) to ensure alignment and compliance with the fall 2022 updates to the TBS privacy policy suite and make other needed administrative revisions since the documents were last published in 2020. The Policy included a change in title of the group that promotes a harmonized and consistent implementation of this Policy across the Mint and coordinates privacy management issues in consideration of cross-functional impacts: from the Privacy Accountability Working Group to the Privacy Accountability Coordination Committee. In this reporting period, the Policy and the Directive were approved and became effective on March 1, 2024.

No new collection(s) or new consistent use(s) of Social Insurance Numbers began during the reporting period.

VII. INITIATIVES AND PROJECTS TO IMPROVE PRIVACY

Environmental Social Governance (ESG): During the reporting period, the Privacy Office continued to be integrated and involved with the important sustainability work being led by the Mint's Impact Office. ESG is foundational to the Mint's governance processes and integrated to business performance and accountability. The Mint recognizes privacy as an important accountability element within the corporate governance pillar of ESG. The Mint's first [Impact Report](#) specifically includes privacy as an ongoing initiative within the areas of Business Ethics and Compliance. As noted in the report: *"The protection of privacy is fundamental in fostering trust with the Mint's customers, employees and other stakeholders. The Mint's corporate privacy program establishes a privacy governance framework with clear responsibilities and training requirements for all employees that enables sound and consistent privacy practices across the organization. The Mint is committed to openness about the collection, use and disclosure of personal information as a means of supporting ESG transparency."*

Digital Transformation: During the reporting period the Mint continued to implement its long-term strategic vision, known as the "One Mint" Strategy; a comprehensive business process transformation, building integrated, simplified and agile processes for collaboration, continuous learning, planning and efficiency. The Mint's Privacy Office is engaged in the following activities under this umbrella:

- **Information Management and Data Governance (IMDG):** The Mint's Information and Data Strategy 2023-2026 represents a commitment to ensuring information is valued and an asset that is essential to the achievement of the corporation's mandate. The Information and Data Management Strategy supports the One Mint Strategy by enabling the Mint's business lines, increasing security, compliance, retention, disposition and governance of information (including personal information), and ensuring this information is appropriately accessible to employees. The Privacy Office contributed to the IMDG team's work during the reporting period by providing advice and guidance on privacy compliance with respect to the Mint's personal information holdings.

- **D365:** The Mint is in the process of shifting its current Enterprise Resource Planning (ERP) system out of the on-premise DAX2012 environment to a secure, cloud D365 environment. The Privacy Office has been engaged to support a privacy-by-design approach and to provide advice and recommendations on issues such as testing and data migration.
- **Privacy-enhancing systems and process controls:** The Privacy Office led efforts to strengthen safeguards to mitigate against privacy breaches, including data masking and obfuscation in select test environments and automated alternatives to manual mass emails at risk of human error.
- **Artificial Intelligence (AI):** During the reporting period the Mint began to lay the groundwork for the governance of AI use within the organization. The Privacy Office is closely involved in this work in order to highlight the intersection of AI governance and data privacy and ensure the protection of personal information in AI use.

Corporate Security & Protective Services Partnership: The integration of Protective Services and Cyber Security within the VP Corporate Security structure in May 2022 has allowed the Mint to mitigate horizontal risks more effectively, such as those related to travel security and security screening, and to establish integrated physical and cyber security controls across the Mint. These activities often involve the collection and handling of sensitive personal information. During the reporting period, the Privacy Office engaged in work with the Chief Security Officer's team to produce a personal information inventory and to document current practices and procedures with a view to identify policy and procedural action items and improved safeguards and controls as needed.

ATIP Request Software: In recognition of the importance of the ATIP function, the Mint identified ATIP request processing software as an important, strategic digital project. In September 2023, the Mint executed a contract with one of the two software companies selected through the GoC competitive process. During the months that followed, the Mint worked with the company and its system integrator to configure the software to align with standard GoC ATIP processes. By the end of the reporting period, user acceptance testing was well underway and the ATIP Office is expected to begin using the software in June 2024. A key initiative within the Mint's digital transformation strategy, the upcoming software launch will be celebrated in anticipation of the efficiency gains for the ATIP Office.

Access Online Management Tool (AMOT): AOMT, which enables institutions to receive and deliver release packages through a secure portal rather than by email is the primary channel by which the Mint receives requests. In support of this useful tool, during the last two reporting periods the Mint ATIP Office has actively supported TBS by participating in AOMT User Acceptance Testing and provided recommendations on how the tool could be improved. As an early adopter of ATIP software, the Mint will continue to support TBS when it is ready to integrate AOMT to the ATIP software solutions.

VIII. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

No complaints were outstanding from the previous reporting period and no new complaints were received. As such, there were no active complaints as of the last day of the reporting period.

IX. MONITORING COMPLIANCE

A) Request Processing Time

ATIP Office staff meets on a twice-weekly basis for a fulsome discussion of all ATIP-related matters including request-processing time, action items, upcoming deadlines and ongoing monitoring. Informal discussions often occur daily. The ATIP Coordinator provides briefings to the VP, General Counsel and Corporate Secretary on a weekly basis, or as required. The President & CEO receives a monthly report from the ATIP Office, which provides an overview of, and status update for, all ATIP files. The President & CEO receives in-person briefings on an as-needed basis.

B) Limiting Inter-institutional Consultations

Based on the nature of the privacy requests received by the Mint during the current and last 2 reporting periods, inter-institutional consultations have not been carried out. Further, and due to the small number of privacy requests received year over year, the ATIP Coordinator would be informed of any intention to consult and decide whether such consultation is necessary for the proper exercise of discretion or when there is an intention to disclose.

C) Assessing Commonly Requested Subject Matter

Due to the small number of privacy requests received year over year, no formal monitoring was needed.

D) Contract Measures

The Mint's contracts with our vendors clearly denote that, as a federal Crown corporation, the Mint is subject to the *Privacy Act*. The contracts also impose duty on the Mint's contracting counterparty to cooperate as required with the Mint to promptly fulfill any request for access to information.

The Mint's Privacy Office is regularly consulted as part of established process via Procurement and Legal Services with respect to the review of new or renewed third party contracts where personal information is involved. Any risks with respect to the protection of personal information or the Mint's ability for legislative and/or policy compliance are documented and presented to business owners and/or the Director of Strategic Procurement for decision. Due to the nature of the Mint's business, it has fewer information sharing agreements and information sharing arrangements than contracts

however where these are contemplated or relevant, the Privacy Office ensures a similarly thorough review against the requirements of the TBS Directive on Privacy Practices.

X. MATERIAL PRIVACY BREACHES

No material privacy breach occurred in the current and previous reporting period (and therefore no need for reporting to the Office of the Privacy Commissioner and to Treasury Board of Canada Secretariat (TBS), Privacy and Responsible Data Division).

XI. PRIVACY IMPACT ASSESSMENTS

In accordance with the TBS *Directive on Privacy Impact Assessment*, the Mint is required to conduct a PIA before proceeding with a new or substantially modified program or activity that involves personal information for administrative use(s). By identifying and assessing risks, PIAs ensure that the Mint's programs and activities are compliant with privacy requirements in accordance with the *Act*, are aligned with best practices for privacy protection, and are subject to the appropriate privacy risk mitigation plans. The Mint's corporate Privacy Policy makes explicit reference to the PIA requirement and assigns responsibility for funding, initiating, completing, and maintaining these risk assessments.

The PIA closed within the reporting period is as follows:

Travel & Expense Solution Software: Travel and hospitality expense management forms a critical component of the Mint's business. In order to modernize related business practices, gain efficiencies, and heighten consistency in the Mint's travel and hospitality processes, a third-party cloud-based software was selected for implementation in 2019. A PIA was initiated in the 2020-21 reporting period and appropriately scoped to ensure the Mint would meet its obligations under the *Privacy Act* and related policy instruments, while recognizing it was unlikely for new types of personal information to be collected, used or disclosed in relation to the software. The PIA was placed on hold in the 2021-22 reporting period further to communicating a summary of identified risks to the business leads and allowing for the Privacy Office to focus on other projects and priorities. In the last quarter of the previous reporting period, PIA work resumed with a broader scope, to capture general expense processing in the cloud-based software. The PIA was closed in October 2023. As a result of the completion of this PIA, the Mint also registered standard Personal Information Bank "Relocation", PSU 910 with TBS within the reporting period, which has been published in the Mint's Info Source.

The PIAs open at the end of the reporting period are as follows:

ATIP Software: The Mint's management of its request-processing requirements and operations under the *Access to Information Act* and the *Privacy Act* has been a highly manual process. ATIP gives the right to access records of government institutions including personal information held by government institutions. To modernize and streamline its delivery of ATIP services through digitization, the Mint is one of two digital ATIP solutions selected by the GoC following a TBS-led competitive Request for Proposal process. It is expected this PIA will be closed in the next reporting period.

Mental Health Peer Support Program (MHPSP): The MHPSP falls under the Mint's overall mental health strategy and is offered to Mint employees as a separate but complementary option to the Mint's Employee Assistance Program. The overall objective of this new program is to promote and

enable a healthy and psychologically safe work environment by supporting employees with their mental health. The peer support approach leverages a trusting relationship between someone who has been living with a mental health problem/issue, directly or indirectly, and a co-worker with a similar experience. Peer Supporters receive training in first aid mental health as well as how to provide comfort, empathy, share lessons learned and direct individuals to other resources. It is expected this PIA will be closed in the next reporting period.

One PIA was on placed hold during the reporting period:

Applicant Tracking System (ATS): From May to December 2023, a draft PIA report was commenced for a new ATS, intended to modernize, improve and streamline the Mint's talent acquisition processes. Both candidate information and recruitment processes would be managed via the ATS with several key elements becoming automated. Initial assessments included a review of the ATS and identification of recommendations to ensure privacy compliance, accurate and complete privacy notices and provisions around the collection and use of employment equity data in the ATS. The Mint paused work on the ATS at the end of 2023. The PIA will be re-opened and proceed once the project resumes.

XII. PUBLIC INTEREST DISCLOSURES

No disclosure of personal information was made pursuant to paragraph 8(2)(m) of the *Act* for both the Mint and its subsidiary RCMH-MRCF Inc. during the current and previous two reporting periods.

Attachment 1

**DELEGATION ORDER,
RCM**

Privacy Act



Delegation Order – Privacy Act and Privacy Regulations

Arrêté de délégation en vertu de la *Loi sur la protection des renseignements personnels* et du *Règlement sur la protection des renseignements personnels*

The President and CEO of the Royal Canadian Mint, pursuant to section 73 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 and perform the duties and functions of the President and CEO as the head of the Royal Canadian Mint, under the provisions of the Act and related regulations set out in the schedule opposite each position. This document replaces and repeals all previous delegation orders.

En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*^{*}, le président de la Monnaie royale canadienne délègue aux titulaires des postes sous mentionnés, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions, les fonctions et les pouvoirs dont il est, en qualité de responsable de la Monnaie royale canadienne, investi par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

* S.C. 1980-81-82-83, c. 111, Sch. I "73"

* S.C. 1980-81-82-83, ch. III, ann. I « 73 »

<i>Privacy Act</i> <i>Loi sur la protection des renseignements personnels</i>				
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	Senior Program Manager, Privacy Chef principale de programme, protection des renseignements personnels	ATIP Generalist Généraliste, AIPRP
8(2)(j)	Disclosure for research or statistical purposes Communication pour des travaux de recherche ou de statistique	•	•	
8(2)(m)	Disclosure in the public interest or in the interest of the individual Communication dans l'intérêt public ou de l'individu	•	•	

8(4)	Copies of requests under paragraph 8(2)(e) Copies des demandes faites en vertu de l'alinéa 8(2)e)	•	•	
8(5)	Notice of disclosure under paragraph 8(2)(m) Avis de communication en vertu de l'alinéa 8(2)m)	•	•	
9(1)	Record of disclosures Relevé des cas d'usage	•	•	
9(4)	Consistent uses Usages compatibles	•	•	
10	Personal information banks Fichiers de renseignements personnels	•	•	
14(a)	Notice where access requested Notification de l'auteur de la demande	•		•
14(b)	Giving access to the record or part thereof Donner communication totale ou partielle du document	•		•
15	Extension of time limits Prorogation du délai	•		•
17(2)(b)	Language of access Version de la communication	•		•
17(3)(b)	Access in an alternative format Communication sur support de substitution	•		•
Exemption Provisions of the Privacy Act Dispositions d'exception de la Loi sur la protection des renseignements personnels				
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator	Senior Program Manager, Privacy Chef principale de programme, protection des renseignements personnels	ATIP Generalist Généraliste, AIPRP
18(2)	Exempt banks Fichiers inconsultables	•		
19	Personal information obtained in confidence Renseignements personnels obtenus à titre confidentiel	•		
20	Federal-provincial affairs Affaires fédéro-provinciales	•		
21	International affairs and defence Affaires internationales et défense	•		
22	Law enforcement and investigations Application de la loi et enquêtes	•		

22.3	Public Servants Disclosure Protection Act Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles	•		
23	Security clearances Enquêtes de sécurité	•		
24	Individuals sentenced for an offence Individus condamnés pour une infraction	•		
25	Safety of individuals Sécurité des individus	•		
26	Information about another individual Renseignements concernant un autre individu	•		
27	Solicitor-client privilege Secret professionnel des avocats	•		
27.1	Protected information — patents and trade-marks Renseignements protégés : brevets et marques de commerce	•		
28	Medical records Dossiers médicaux	•		
Other Provisions of the Privacy Act Autres dispositions de la Loi sur la protection des renseignements personnels				
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	Senior Program Manager, Privacy Chef principale de programme, protection des renseignements personnels	ATIP Generalist Généraliste, AIPRP
33(2)	Right to make representations Droit de présenter des observations	•	•	
35(1)(b)	Notice of actions to implement recommendations of Privacy Commissioner Avis des mesures pour la mise en œuvre des recommandations du Commissaire à la protection de la vie privée	•	•	
35(4)	Access to be given to complainant Communication accordée au plaignant	•		
36(3)(b)	Notice of actions to implement recommendations of Privacy Commissioner concerning exempt banks Avis des mesures pour la mise en œuvre des recommandations du Commissaire à la protection de la vie privée au sujet des fichiers inconsultables	•	•	
51(2)(b), 51(3)	Special rules for hearings Règles spéciales pour les auditions	•		
72	Annual report to Parliament Rapport annuel au Parlement	•		

Privacy Regulations Règlement sur la protection des renseignements personnels				
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	Senior Program Manager, Privacy Chef principale de programme, protection des renseignements personnels	ATIP Generalist Généraliste, AIPRP
7	Retention of personal information requested under paragraph 8(2)(e) Conservation des renseignements personnels demandés en vertu de l'alinéa 8(2)e	•	•	
9	Examination of information Consultation sur place	•		
11(2), 11(4)	Notification concerning corrections Avis concernant les corrections	•	•	
13(1)	Disclosure of personal information relating to physical or mental health Communication des renseignements personnels concernant l'état physique ou mental	•		
14	Examination in presence of medical practitioner or psychologist	•		

Dated at Ottawa, Canada on June 12 2019

Daté à Ottawa, Canada, le 12 Juin 2019


 Marie Lemay
 President and CEO / Présidente de la Monnaie

Attachment 2

**DELEGATION ORDER,
RCMH-MRCF Inc.**

Privacy Act

PRIVACY ACT DELEGATION ORDER

**ARRÊTÉ SUR LA DÉLÉGATION EN VERTU DE LA
LOI SUR LA PROTECTION
DES RENSEIGNEMENTS PERSONNELS**

The President of RCMH-MRCF Inc., pursuant to section 73 of the *Privacy Act**, hereby designates the person holding the position of ATIP Coordinator at the Royal Canadian Mint to exercise the powers and perform the duties and functions of the President as the head of a government institution under the Act.

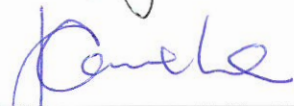
En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels**, le président de RCMH-MRCF Inc. délègue au titulaire du poste de Coordonnatrice, AIPRP à la Monnaie royale canadienne les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par la Loi.

* S.C. 1980-81-82-83, c. 111, Sch. I "73"

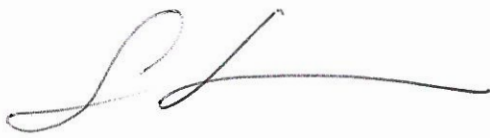
* S.C. 1980-81-82-83, ch. III, ann. I « 73 »

Dated at Ottawa, Canada on June 12 2018

Daté à Ottawa, Canada, le 12, juin 2018



Jennifer Camelon
President, RCMH-MRCF Inc. /
Présidente de MRCH-MRCF Inc.



Simon Kamel
Chairperson of the Board, RCMH-MRCF Inc. /
Président, Conseil d'administration de MRCH-MRCF Inc.

Attachment 3

**STATISTICAL REPORT,
RCM**

Privacy Act



Statistical Report on the *Privacy Act*

Name of institution: Royal Canadian Mint

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		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
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of Requests
Online	3
E-mail	3
Mail	0
In person	0
Phone	0
Fax	0
Total	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
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	0	0	0	0	0	0	0	0
Disclosed in part	0	1	1	0	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	4	0	0	0	0	0	0	4
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	4	1	1	0	0	0	0	6

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	2
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	2	0	0	0	0

3.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
760	760	2

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	2	760	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	2	760	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	5
Percentage of requests closed within legislated timelines (%)	83.33333333

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
1	0	0	1	0

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

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	1	1
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	1	1

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

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	1
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	2	0	0	0
Central	0	0	0	0
Total	2	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	11
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$193,229
Overtime		\$0
Goods and Services		\$102,519
• Professional services contracts	\$82,150	
• Other	\$20,369	
Total		\$295,748

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.360
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.118
Students	0.000
Total	1.478

Note: Enter values to three decimal places.

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

Name of institution: Royal Canadian Mint

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	1	1	2
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	1	1	2

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

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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Canada

Attachment 4

**STATISTICAL REPORT,
RCMH-MRCF Inc.**

Privacy Act



Statistical Report on the *Privacy Act*

Name of institution: RCMH-MRCF Inc.

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		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
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

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

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	0
Percentage of requests closed within legislated timelines (%)	0

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

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		\$971
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$971

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: RCMH-MRCF Inc.

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

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

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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Canada