



# Report on the Administration of the *Privacy Act*

2021-2022 Annual Report



# ROYAL CANADIAN MINT

## *PRIVACY ACT*

### 2021-2022 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, 2021 to March 31, 2022. 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 refineries as well as 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. is a holding company 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) Office 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 *Act* and ensures compliance with the legislation within the Mint and its wholly-owned subsidiary, RCMH-MRCF Inc. During the reporting period, the Mint was not party to any service agreements under section 73.1 of the *Act*.

During the first quarter of the reporting period, the Mint recruited an ATIP Manager and ATIP Analyst to manage operational activities related to requests under both the *Privacy Act* and *Access to Information 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 incumbent also 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) and privacy breach management. During the reporting period, ATIP Office resources were supplemented by the services of two part time consultants who assisted with request processing and privacy policy and compliance matters.

## III. DELEGATION ORDERS

As head of the institution, the President and CEO has overall accountability for the *Act* at the Mint. 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*. The Delegation Orders will be updated to reflect these amendments as such a time as TBS guidance on this matter is issued to the ATIP community at large.

## IV. PERFORMANCE 2021-2022

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 2021-22. 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.

Last reporting period, the Mint made significant effort to recruit ATIP staff but was unable to secure additional permanent staff. The shortage of well-qualified ATIP candidates in the market represented a challenge for the Mint's ATIP operations, impacting compliance rates. In 2021-22, the Mint successfully retained a new ATIP Manager and ATIP Analyst and, with consulting support, was in a position to address the majority of its late requests under both the *Privacy Act* and the *Access to Information Act*. During the 2022-23 reporting period, the Mint will close one remaining late file under the *Act* and focus on heightening compliance rates for new requests received.

The Government of Canada is coordinating a procurement process to ensure modern ATIP request processing software is available to all institutions subject to the *Act*. Subsequent to the reporting period, the Mint initiated an assessment of the vendor offerings with the intention of implementing new software.

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**

	2021- 22	2020- 21	2019- 20
Formal requests received under the <i>Privacy Act</i>	5	7	3
Requests outstanding from previous reporting period	7	3	3
Requests completed during the reporting period	11	3	3
Requests completed within 30 calendar days	3	1	1
Requests completed within 31-60 calendar days	2	1	1
Requests completed within 61 or more calendar days	6	1	1
Number of requests completed within legislated timeframes	5	0	2
Number of requests completed beyond legislated timeframes	6	3	1
Public interest disclosures	0	0	0
Complaints to the Office of the Privacy Commissioner	0	0	0
Material privacy breaches	0	0	0

**COVID-19 Impact:** Like organizations across Canada, the Mint worked with COVID-19-related workplace measures to ensure the safety of its employees and the public. These measures had minimal impact to ATIP operations. As noted in the attached Supplemental Statistical Report, both the Mint

and RCMH-MRCF Inc. had full capacity to receive requests through different channels, and partial capacity to process paper and electronic records throughout the reporting period.

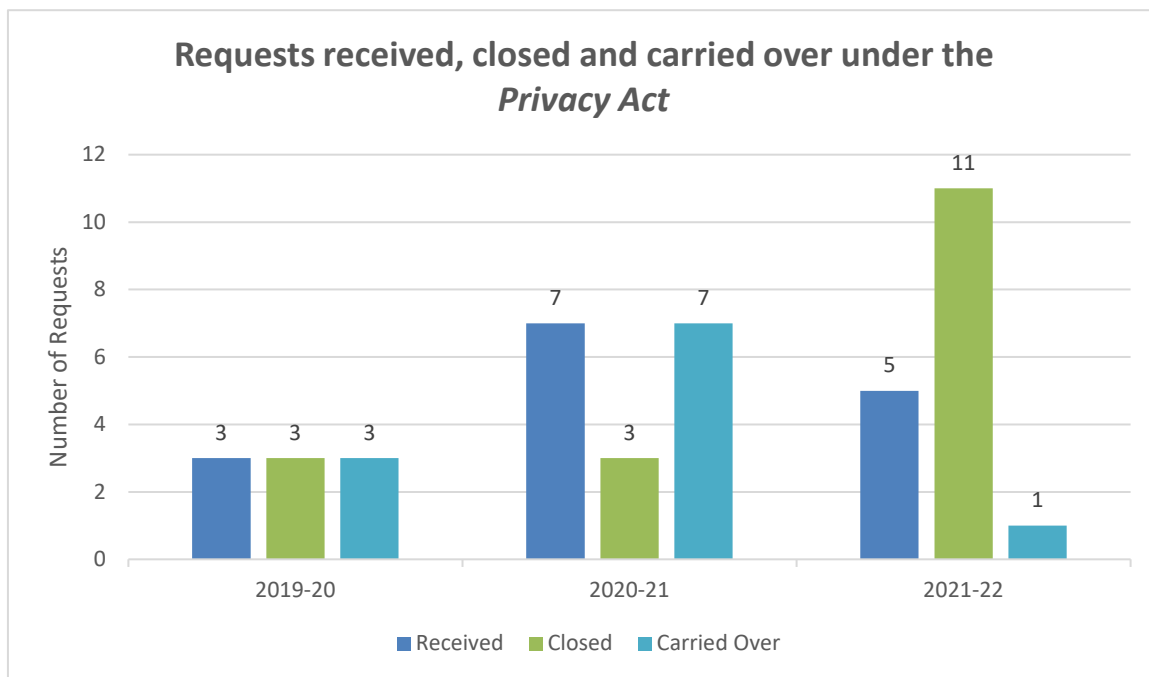
**A. ROYAL CANADIAN MINT**

During the 2021-22 reporting period, the Mint processed 12 requests, of which five were new requests and seven were carried over from the previous reporting period. Of these 12 requests, 11 were closed and one was carried over to the 2022-23 reporting period. Five of the completed requests (45.45%) were closed within the statutory deadline compared to 0% in 2020-21 and 66.7% in 2019-20. Recruitment challenges and volume of requests received under the *Access to Information Act* and *Privacy Act* in recent years has affected compliance rates.

The receipt of five formal requests for personal information under the *Act* in the reporting period represents a slight decrease from seven requests received in 2020-21, and an increase from the three requests received in 2019-20.

Six of the seven requests outstanding from the previous reporting period were completed. The remaining outstanding request was received during the 2020-2021 reporting and is beyond the legislated timeline.

**Figure 2: Requests received, closed and carried over**



***Disposition of Closed Requests***

Of the 11 requests closed during this reporting period, three (27.27%) were abandoned by the requester, seven (63.63%) were disclosed in part (i.e. some information was exempt from disclosure) and one request was determined to have no relevant records. 0% of requests had records that were fully disclosed.

***Extensions***

Of the 11 requests closed during the reporting period, nine requests incurred time extensions between one and 30 days. Extensions for these requests were taken pursuant to section 15(a)(i) of the Act due to volume of records, time required to determine exemptions and large volume of requests.

***Complaints***

There were no active complaints outstanding from the previous reporting period.

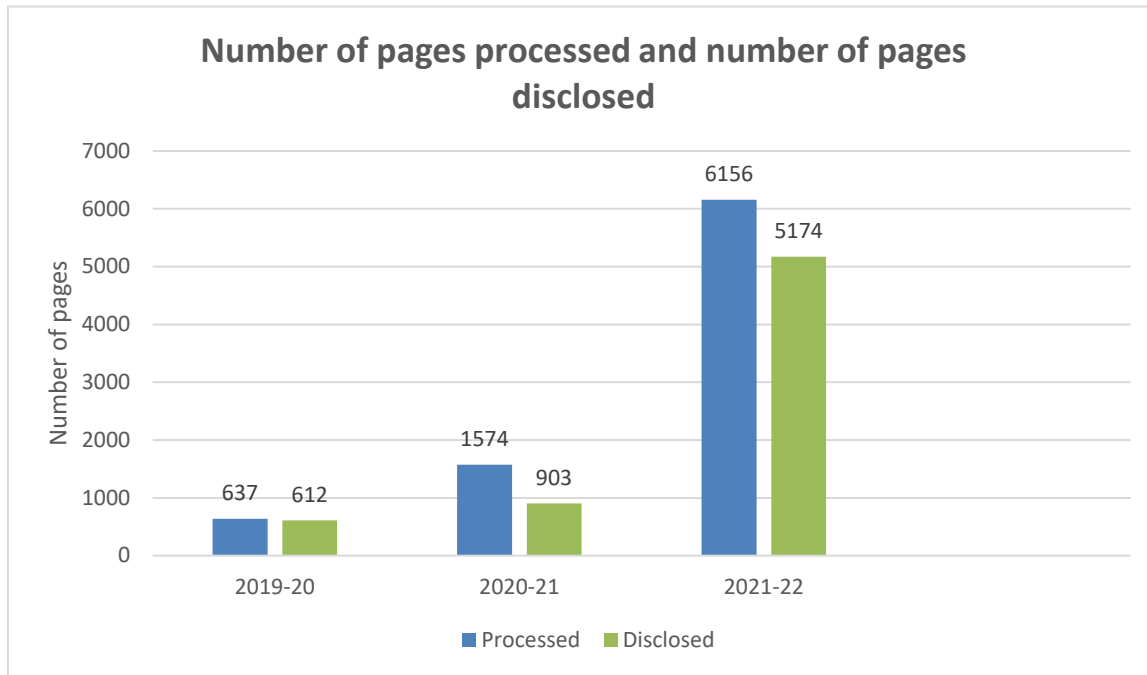
***Exemptions and Exclusions Used***

The most commonly invoked exemptions during the reporting period were section 26 (personal information about another individual) and section 27 (solicitor-client privilege). These are year over year the most used exemptions. No requests were subject to any exclusions.

***Size and Complexity***

For requests closed in the reporting period, the Mint processed 6156 pages, a significant increase of 291.1% (1574 pages) from the 2020-21 reporting period, and 866.4% (637 pages) from the 2019-20 reporting period. It should also 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.





### ***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.

### ***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 \$183,990, which includes primarily salaries and costs for two consultants to assist with request processing. This expenditure represents an 8.56% decrease from last reporting period. 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 1.697, an increase from last reporting period where the person years dedicated was 1.380.

## V. TRAINING AND AWARENESS

In the previous reporting period, the Mint marked a major development in its privacy training efforts: the Privacy Office launched a corporate-wide mandatory privacy awareness and training e-module. Prior to this offering, privacy training had been ad hoc and limited in terms of reaching all employees. The current reporting period included the months during which the majority of employees completed the module (by March 31, 2022 almost 70% of Mint employees had completed the training). Follow-up occurred with managers and employees who had not yet undertaken the training within the prescribed timeframe.

This training fulfills a key compliance requirement under section 4.2.2 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 via meetings and informal 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 challenges in the protection of personal information. For example, in this reporting period, the Senior Program Manager, Privacy delivered several targeting training and awareness sessions for stakeholder groups affected by the new Directive on the Non-Administrative Uses of Personal Information (see reference under VI – Corporate Privacy Management Framework). Approximately 30 employees from portfolios under Finance, Marketing and the Chief Transformation Officer participated in these sessions. The ATIP Office also delivered 6 training sessions related to request processing to 84 participants.

Lastly, to mark Data Privacy Week (January 24 to 28 2022), an internationally recognized campaign dedicated to creating awareness about the importance of privacy and protecting personal information, the Privacy Office published an article in our internal e-publication for staff, The Source. This featured article highlighted the many ways that employees can help create a culture that respects privacy, safeguards data and enables trust in our brand by providing some best practices to adopt a privacy-first mindset. A second article was developed and published in The Source within the reporting period giving staff practical tips for avoiding privacy breaches, particularly in the remote work context.

## VI. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

### 1. Corporate privacy management framework:

Section 4.2.5 of the TBS Policy on Privacy Protection establishes the following requirement for institutions subject to the *Privacy Act*: “Establishing a privacy protocol within the government institution for the collection, use or disclosure of personal information for non-administrative purposes, including research, statistical, audit and evaluation purposes”. In the reporting period, the Privacy Office developed and implemented a “Directive on Non-Administrative Uses of Personal Information”, which is the second Directive issued under the Mint’s Privacy Policy (the first being the Privacy Breach Directive). The Directive’s effective date is March 1, 2022.

A privacy protocol is designed to assess privacy compliance in the management of personal information used for non-administrative purposes, which as noted above may include audit, statistical or policy analysis, and other research activities. It is intended to ensure that personal information is handled in a manner consistent with the requirements of the *Privacy Act* and the TBS policy suite. This Directive reduces the risk of inappropriate non-administrative uses of personal information, ill-defined expectations and practices and ancillary non-compliance. It is an important compliance piece in the Mint’s privacy policy suite and will serve as a useful tool for several business areas within the corporation.

The Mint also undertook work on the development of another Directive under the Privacy Policy in the reporting period: the “Commercial Electronic Messaging and Telemarketing Directive”. It sets a governance framework regarding the Mint’s compliance activities with Canada’s Anti-Spam Legislation (“CASL”) and the Unsolicited Telecommunication Rules (UTR) under the *Telecommunications Act* by outlining the appropriate use and control for the Mint’s use of customer emails and telemarketing activities in line with the expectations of the Canadian Radio-television and Telecommunications Commission (CRTC). The Directive will come into effect in the next reporting period.

The Mint recognizes that privacy protection is essential in maintaining the trust and confidence of employees, customers and stakeholders and is therefore critical to its success and achievement of business objectives. To this end, and in support of the corporate privacy program and Privacy Office, the Mint’s Privacy Accountability Working Group (PAWG), launched in January 2021, continued to meet during the current reporting period. The PAWG promotes the consistent and proactive implementation of the Mint’s corporate Privacy Policy, from which it derives its authority, across the organization and coordinates privacy management issues in consideration of cross-functional impacts. The specific objectives of the group are to: promote a culture of privacy protection and awareness across the organization; further the integration of privacy protection and best practices in applicable business activities and matters; and support the Mint’s Privacy Office in its compliance and privacy program management activities. The group’s composition includes members from business areas such as HR, Sales, Procurement, Information and Physical Security and Internal Audit. Over the course of the reporting period, the PAWG contributed to work surrounding the Directive on

Non-Administrative Uses of Personal Information; the Mint's privacy content for the Digital Experience Platform (i.e. new Mint website); and the new CASL Directive.

## **2. Digital Experience Platform (DEP) content and website privacy charter:**

The substantial work towards the Mint's new website and related digital transformation processes offered an opportunity from a privacy perspective for the organization to position itself for the future and reflect on its privacy commitments and priorities in order to articulate these clearly and openly for ourselves and for our customers. In the reporting period, the Privacy Office led an internal, collaborative project to create a [website Privacy Charter](#), which was viewed as a key and integrated element of the overall effort to enrich the customer experience with the Mint via the new digital platform. Using the input obtained from a consultation workshop, a Privacy Charter was developed with 4 high-level privacy commitments. Throughout the process, the DEP leads, Marketing & Sales and Policy & Stakeholder Relations collaborated with the Privacy Office to ensure the production of a text reflective of the Mint's operations and processes and that meaningfully talks to our customers about what they can expect from the Mint when they entrust us with their personal information. The new Privacy Charter content appears as the landing page of the privacy section on the new website.

Other important content review work was undertaken in the preparation for the DEP transition, including a substantial reorganization and presentation of existing website privacy notice components. The new layout and organization are more user-friendly and provide clearer information for website visitors to exercise choice and control with respect to their personal information.

## **3. Privacy Office subject matter expertise:**

Over the course of the reporting period, the Privacy Office engaged with numerous internal stakeholders to provide privacy compliance and best practice advice and guidance. The Privacy Office contributed to several corporate strategic projects and initiatives at the Mint including the planning work for the sale of The Ultimate, the standout piece from the Mint's 2021 Opulence collection. A world exclusive, The Ultimate is a bejeweled masterpiece that exemplifies Canadian creativity and craftsmanship and that was made exclusively available for auction. Secondly, the Privacy Office commenced work with IT colleagues for the implementation of MS Teams in order to ensure privacy compliance elements and best practices are incorporated into the deployment of this important collaboration tool.

The most common items year over year for which privacy input continues to be solicited are notice statements for both internal and external surveys and other outreach activities, review and/or development of privacy clauses for contractual agreements and vendor terms of service reviews.

COVID-19 Response: For a second year, the COVID-19 pandemic created numerous complex issues in occupational health and safety space for the protection of privacy and personal information at the Mint. As a result, the Privacy Office spent a significant amount of time dedicated to the privacy issues surrounding the Mint's ongoing response to the pandemic and to documenting legislative and policy privacy compliance. Consistent with the Government of Canada's direction, the Mint implemented a COVID-19 vaccination policy that is aligned with the Policy on COVID-19 Vaccination

for the Core Public Administration, including the Royal Canadian Mounted Police. The Mint's Privacy Office continued to work closely with Human Resources, Operations, Health and Safety, Communications and Legal Services throughout the development and implementation of protocols and procedures for employees and contractors and suppliers as appropriate, including those pertaining to mandatory vaccination, rapid antigen testing and self-screening.

As the pandemic and public health measures evolve through different stages, the Privacy Office continues to monitor developments in regulatory guidance, public health directives and lessons learned in order to provide the privacy expertise and input required on important health and safety and compliance matters across the organization.

#### **4. Info Source and Mint Website:**

The Mint maintains a description of its record groupings and personal information holdings, aligned with its business lines and related programs, known as Info Source. This web publication, available on [mint.ca](http://mint.ca), assists individuals to exercise their rights under the *Act* by providing an overview of the information held by the Mint. An updated [2021 Info Source chapter](#) was published in the current reporting period, which included a new Class of Record (CoR) for the Mint's Loyalty Program. The CoR includes a note stating that the related Personal Information Bank (PIB) is under development.

During the last quarter of the reporting period, the Mint initiated a fulsome review and renewal of Info Source in order to align the content with the changes brought about by its long-term strategic vision, "One Mint". The project will continue with internal consultations and approvals through the 2022-23 reporting period.

## VII. COMPLAINTS

No complaints were received from the OPC.

## VIII. MONITORING COMPLIANCE

ATIP Office staff meets on a 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 including privacy breaches. The President & CEO receives in-person briefings on an as needed basis.

## IX. 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), Information and Privacy Policy Division).

## X. 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.

In the reporting period, the Privacy Office led an effort to formalize and standardize the risk rating methodology for PIAs in collaboration with the Mint's Enterprise Risk Management (ERM) Office. This resulted in the creation of an internal risk assessment-rating chart and corresponding heat map model, which will be used for all PIA risk rating assignments going forward.

Below is a list of the PIAs closed or having significant development and work within the reporting period:

**Due Diligence Activity PIA:** A PIA report for the Mint's Know Your Customer, Know Your Agent and Know Your Supplier activities (collectively referred to as Due Diligence Activities) was approved by the VP, CLA on February 12, 2021 of the previous reporting period. It was received by the OPC on June 2, 2021 and sent to TBS along with the corresponding draft PIB in the same month. This PIA is considered closed.

**New Master's Club program PIA:** A small-scale PIA undertaken in light of the newly redesigned loyalty program launched in January 2021 as discussed above. It was approved by the CCO on March 29, 2021. This PIA was received by the OPC on July 9, 2021 however is still considered open due to the fact that its submission to TBS was on hold until the corresponding draft PIB was developed. The content of this PIB was dependent on the completion of the "Digital Experience Platform" (DEP) PIA (see below). Both will be submitted to TBS in the next reporting period in order to close the file.

**Digital Experience Platform (DEP) PIA:** The Mint is in the process of significant business and digital transformation to enhance business capabilities and replace systems that are nearing end of life. As part of this transformation, the Mint is replacing the Mint.ca eCommerce platform with a new platform, DEP. The DEP is an early component of the Mint's One Mint vision, a broad strategy that includes significant digital transformation to support its Business to Consumer (B2C) numismatic business. While much of the eCommerce functionality will remain the same, despite existing on a new platform, some new functionality will be introduced, and the new program will fundamentally alter several aspects of how personal information is collected, used, stored, and disclosed. The PIA assesses the DEP in accordance with applicable legal and policy requirements as it is intended to be



implemented at the operational stage and is expected to be complete in the next reporting period. The PIA was approved by the Mint's Chief Commercial Officer on December 7, 2021. It was received by the OPC on December 17, 2021 however is still considered open due to the fact that its submission to TBS was on hold in order to permit the development of the related PIB. Both will be submitted to TBS in the next reporting period in order to close the file.

Summaries of the Mint's PIAs can be found on the website at: <https://www.mint.ca/en/privacy-charter/privacy-impact-assessments>.

One PIA was placed on hold during the reporting period:

**Travel & Expense Solution Software PIA:** 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. The PIA was appropriately scoped to ensure the Mint meets its obligations under the *Privacy Act* and related policy instruments, while recognizing that it is unlikely for new types of personal information to be collected, used or disclosed in relation to the software. The PIA was placed on hold 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.

## XI. 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*<sup>\*</sup>, 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*<sup>\*</sup>, 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	•	•	

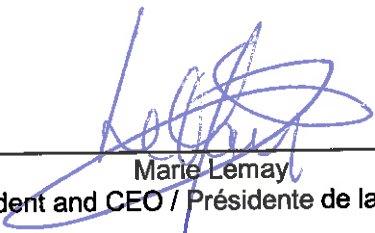
8(4)	Copies of requests under paragraph 8(2)(e) Copies des demandes faites en vertu de l'alinéa 8(2)e)	•	•	
8(5)	Notice of disclosure under paragraph 8(2)(m) Avis de communication en vertu de l'alinéa 8(2)m)	•	•	
9(1)	Record of disclosures Relevé des cas d'usage	•	•	
9(4)	Consistent uses Usages compatibles	•	•	
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	•		•
<b>Exemption Provisions of the Privacy Act</b> <b>Dispositions d'exception de la Loi sur la protection des renseignements personnels</b>				
<b>Provision</b> <b>Disposition</b>	<b>Description</b>	<b>Vice-President, Corporate and Legal Affairs;</b>  <b>ATIP Coordinator</b>	<b>Senior Program Manager, Privacy</b>  <b>Chef principale de programme, protection des renseignements personnels</b>	<b>ATIP Generalist</b>  <b>Généraliste, AIPRP</b>
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	•		
<b>Other Provisions of the Privacy Act</b> <b>Autres dispositions de la Loi sur la protection des renseignements personnels</b>				
<b>Provision</b> <b>Disposition</b>	<b>Description</b>	<b>Vice-President, Corporate and Legal Affairs;</b>  <b>ATIP Coordinator</b>  <b>Vice-président, Affaires générales et juridiques;</b>  <b>Coordonnatrice, AIPRP</b>	<b>Senior Program Manager, Privacy</b>  <b>Chef principale de programme, protection des renseignements personnels</b>	<b>ATIP Generalist</b>  <b>Généraliste, AIPRP</b>
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	•		

<b>Privacy Regulations Règlement sur la protection des renseignements personnels</b>				
<b>Provision Disposition</b>	<b>Description</b>	<b>Vice-President, Corporate and Legal Affairs;  ATIP Coordinator  Vice-président, Affaires générales et juridiques;  Coordonnatrice, AIPRP</b>	<b>Senior Program Manager, Privacy  Chef principale de programme, protection des renseignements personnels</b>	<b>ATIP Generalist  Généraliste, AIPRP</b>
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.

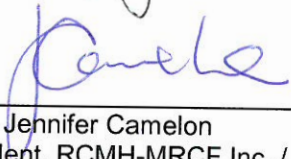
En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*\*, le président de RCMH-MRCF Inc. délègue au titulaire du poste de Coordonnatrice, AIPRP à la Monnaie royale canadienne les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par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

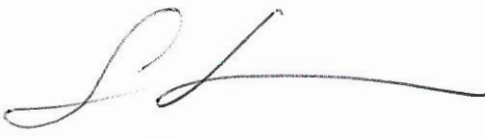
\* S.C. 1980-81-82-83, c. 111, Sch. I "73"

\* 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: 4/1/2021 to 3/31/2022

### Section 1: Requests Under the *Privacy Act*

#### 1.1 Number of requests received

		Number of Requests
Received during reporting period		5
Outstanding from previous reporting periods		7
• Outstanding from previous reporting period	6	
• Outstanding from more than one reporting period	1	
<b>Total</b>		12
Closed during reporting period		11
Carried over to next reporting period		1
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	1	

#### 1.2 Channels of requests

Source	Number of Requests
Online	3
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	5



## 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
	1 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	0	2	0	1	3	1	7
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	1	1	0	0	0	0	1	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>11</b>

### 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)	1	24(b)	0

19(1)(d)	0	22(1)(c)	0	25	1
19(1)(e)	0	22(2)	0	26	8
19(1)(f)	0	22.1	0	27	5
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	
2	6	0	0	0	0

### 3.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
6156	5174	10

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

Less Than 100 Pages Processed	100-500 Pages Processed	501-1000 Pages Processed	1001-5000 Pages Processed	More Than 5000 Pages Processed

Disposition	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	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	0	0
Disclosed in part	0	0	5	1033	1	884	1	1023	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	1	3216	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	2	0	5	1033	1	884	2	4239	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

<b>Total</b>	0	0	0	0	0	0
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**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
<b>Total</b>	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
<b>Total</b>	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 (%)	45.45454545

### 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
6	6	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	6	6
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
<b>Total</b>	0	6	6

### 3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	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
<b>Total</b>	0

## Section 6: Extensions

### 6.1 Reasons for extensions

	15(a)(i) Interference with operations			15 (a)(ii) Consultation			15(b)
Further review							

Number of requests where an extension was taken	required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	Translation purposes or conversion
9	2	3	4	0	0	0	0	0

## 6.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	
1 to 15 days	2	0	0	0	0	0	0	0
16 to 30 days	0	3	4	0	0	0	0	0
31 days or greater								0
<b>Total</b>	2	3	4	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
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

**7.2 Recommendations and completion time for consultations received from other Government of Canada institutions**

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

**7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada**

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

**Section 8: Completion Time of Consultations on Cabinet Confidences**

**8.1 Requests with Legal Services**

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	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	1	0	0	0
Central	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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	6
-----------------------------------------	---

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

Expenditures	Amount
Salaries	\$162,714
Overtime	\$0
Goods and Services	\$21,276
• Professional services contracts	\$21,276
• Other	\$0
<b>Total</b>	<b>\$183,990</b>

**12.2 Human Resources**

<b>Resources</b>	<b>Person Years Dedicated to Privacy Activities</b>
Full-time employees	1.347
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.350
Students	0.000
<b>Total</b>	<b>1.697</b>

**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: 2021-04-01 to 2022-03-31

**Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act**

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

**Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act**

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	52	0	52
Protected B Paper Records	0	52	0	52
Secret and Top Secret Paper Records	52	0	0	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	52	0	52
Protected B Electronic Records	0	52	0	52
Secret and Top Secret Electronic Records	52	0	0	52



**Section 3: Open Requests and Complaints Under the Access to Information Act**

3.1 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, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	3	0	3
Received in 2020-2021	0	0	0
Received in 2019-2020	0	1	1
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	1	1
Received in 2015-2016 or earlier	0	0	0
<b>Total</b>	<b>3</b>	<b>2</b>	<b>5</b>

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the Access to Information Act

3.2 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 2021-2022	1
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0

Received in 2015-2016 or earlier	0
Total	1

**Section 4: Open Requests and Complaints Under the Privacy Act**

4.1 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, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	0	0
Received in 2020-2021	0	1	1
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	0	1	1

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Privacy Act*

4.2 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 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	0

**Section 5: Social Insurance Number (SIN)**

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
------------------------------------------------------------------------------------------------------------	----



**Attachment 4**

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

***Privacy Act***



## Statistical Report on the *Privacy Act*

Name of institution: RCMH-MRCF Inc.

Reporting period: 4/1/2021 to 3/31/2022

### 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	
<b>Total</b>		<b>0</b>
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
<b>Total</b>	<b>0</b>



### 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
	1 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	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	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
Total	0	0	0	0	0	0	0	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 and e-record formats

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

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

Less Than 100 Pages Processed	100-500 Pages Processed	501-1000 Pages Processed	1001-5000 Pages Processed	More Than 5000 Pages Processed

Disposition	Request 1		Request 2		Request 3		Request 4		Request 5	
	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
<b>Total</b>	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

<b>Total</b>	0	0	0	0	0	0
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**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
<b>Total</b>	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
<b>Total</b>	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	

#### 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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	0

## Section 6: Extensions

### 6.1 Reasons for extensions

	15(a)(i) Interference with operations			15 (a)(ii) Consultation			15(b)
Further review							

Number of requests where an extension was taken	required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	Translation purposes or conversion
0	0	0	0	0	0	0	0	0

## 6.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	
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
<b>Total</b>	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
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

**7.2 Recommendations and completion time for consultations received from other Government of Canada institutions**

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

**7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada**

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

**Section 8: Completion Time of Consultations on Cabinet Confidences**

**8.1 Requests with Legal Services**

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

**8.2 Requests with Privy Council Office**

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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
<b>Total</b>	<b>\$0</b>

**12.2 Human Resources**

<b>Resources</b>	<b>Person Years Dedicated to Privacy Activities</b>
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
<b>Total</b>	<b>0.000</b>

**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: 2021-04-01 to 2022-03-31

**Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act**

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

**Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act**

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	52	0	52
Protected B Paper Records	0	52	0	52
Secret and Top Secret Paper Records	52	0	0	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	52	0	52
Protected B Electronic Records	0	52	0	52
Secret and Top Secret Electronic Records	52	0	0	52



**Section 3: Open Requests and Complaints Under the Access to Information Act**

3.1 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, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the Access to Information Act

3.2 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 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0

Received in 2015-2016 or earlier	0
Total	0

**Section 4: Open Requests and Complaints Under the Privacy Act**

4.1 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, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	0	0	0

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Privacy Act*

4.2 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 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	0

**Section 5: Social Insurance Number (SIN)**

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
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