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# 2020-2021 Annual Report on Privacy Act

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April 1, 2020 – March  
31, 2021

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Natural Sciences and  
Engineering Research Council  
of Canada

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Aussi disponible en français sous le titre :

Rapport annuel de 2020-2021 concernant la Loi sur la protection  
des renseignements personnels

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## 1. Introduction

The *Privacy Act* (Revised Statutes of Canada, Chapter P-21, 1985) was proclaimed on July 1, 1983.

The *Privacy Act* provides Canadian citizens and permanent residents with the right of access to, and correction of, personal information about themselves that is under the control of a government institution. The Act also provides the legal framework for the collection, retention, use, disclosure, disposition and accuracy of personal information in the administration of programs and activities by government institutions subject to the Act.

Section 72 of the *Privacy Act* requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of this Act within the institution during each financial year.

This report represents an overview of the activities of the Natural Sciences and Engineering Research Council of Canada (NSERC) for the reporting period of April 1, 2020 to March 31, 2021 (the current reporting period).

For more information:

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## 2. About the NSERC

### **2.1 Mandate**

NSERC was established on May 1, 1978, as a federal agency defined as a “separate employer” by the *Public Service Staff Relations Act*. It is funded directly by Parliament and submits reports to it through the Minister of Innovation, Science and Industry, with responsibility for promoting and assisting research in the natural sciences and engineering, other than the health sciences. NSERC is the primary federal agency investing in post-secondary research and training in these disciplines.

NSERC’s Council is composed of a President and up to 18 other distinguished members selected from the private and public sectors. NSERC’s President is the Chief Executive Officer. The elected Vice-President is the Chair of the Council and of its Executive Committee. NSERC’s Council is advised on policy matters by various standing

committees. Funding decisions are made by the President, or designate, on the basis of recommendations made by peer review committees.

## **2.2 Responsibilities**

NSERC helps make Canada a country of discoverers and innovators for the benefit of all Canadians. Over the last 10 years, NSERC has invested more than \$10 billion in basic research, projects involving partnerships between postsecondary institutions and industry, and the training of Canada's next generation of scientists and engineers.

NSERC's five strategic goals are to:

- Foster a science and engineering culture in Canada and make science and engineering mainstream.
- Launch the new generation, mobilize Canada's future brain trust and enable early-career scientists to launch independent research careers.
- Build a diversified and competitive research base and stimulate breakthrough research and research excellence.
- Strengthen the dynamic between discovery and innovation, and deepen interactions between colleges and universities, the private sector, governments and civil society.
- Go global, secure Canada's access to global scientific and engineering knowledge and expertise, and increase participation in international research endeavours.

## **3. Organizational structure and delegation of authority**

### **3.1 The Organizational Structure**

The Access to Information and Privacy (ATIP) Office resides in NSERC's Secretariat under the directorship of the Corporate Secretary.

A full-time ATIP Coordinator position reported to the Corporate Secretary and was assisted by an ATIP/Secretariat Officer who spent about half of his/her time on ATIP. The delegation of authority from the President included the Vice-President, Communications, Corporate and International Affairs; the Executive Director, Corporate Planning and Policy; the Corporate Secretary and the ATIP Coordinator.

Additional term employees, temporary help service contractors and students were used for additional resources, as required.

### **3.2 The ATIP Office**

The ATIP Office coordinates responses to requests submitted to NSERC under the *Privacy Act*. It also provides interpretation, advice, and recommendations to NSERC staff on the implications of the *Privacy Act* on their activities, and delivers training, education and awareness sessions to staff. In 2020-2021, ATIP staff provided privacy advice and guidance to NSERC staff on a wide range of programs and activities. ATIP Office activities also include:

- Preparing annual statistics for the Treasury Board of Canada Secretariat (TBS) and an Annual Report to Parliament;
- Updating information on NSERC's web site regarding privacy issues;
- Providing advice and guidance to staff and senior management on privacy issues;
- Documenting and resolving privacy breaches;
- Coordinating updates to the *Info Source* publication;
- Managing the ATIP electronic management system;
- Reviewing departmental documents;
- Providing feedback to Justice Canada on the modernization of the Privacy Act; and
- Participating in forums for the ATIP community, such as the TBS ATIP Community meetings and working groups.

### **3.3 Delegation order**

Under section 3 of the *Privacy Act*, the President of the NSERC is designated as the head of the government institution for purposes of the administration of said act.

Pursuant to section 73 of the *Privacy Act*, deputy heads may delegate any of their powers, duties or functions under the *Privacy Act* by signing an order authorizing one or more officers or employees of the institution, who are at the appropriate level, to exercise or perform said powers, duties or functions. This Delegation of Authority can be found in [Appendix A](#).

## **4. Interpretation of Statistical Report**

NSERC's 2020-2021 statistical report on the *Privacy Act* is provided in [Appendix B](#).

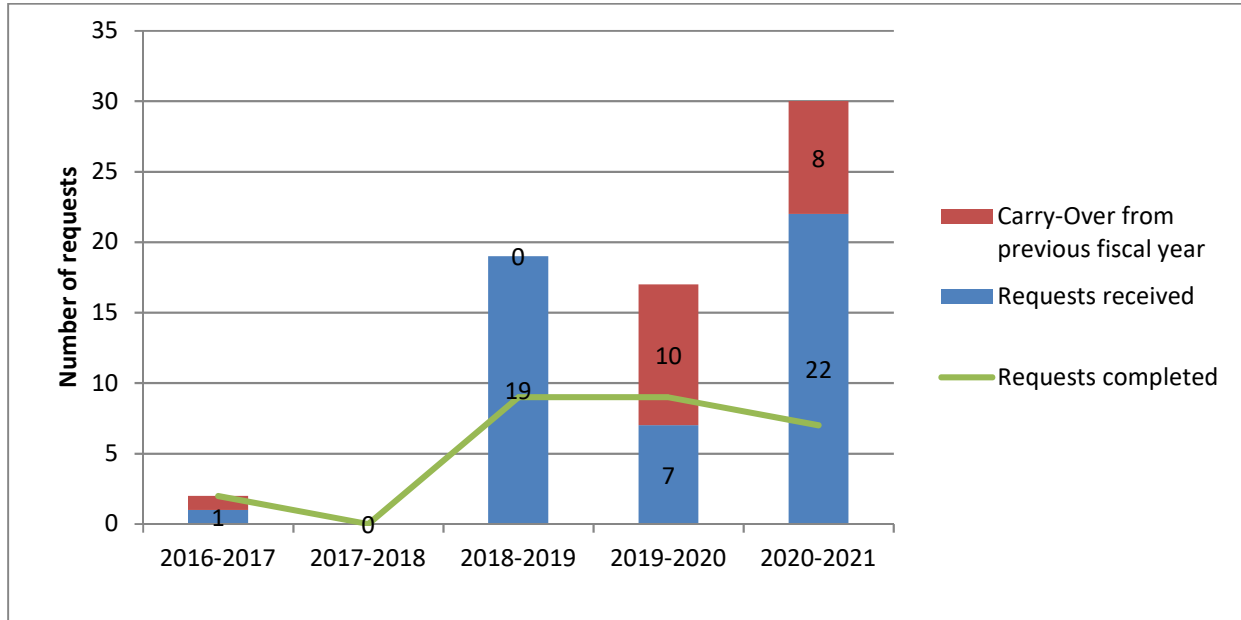
### **4.1 Requests under the Privacy Act**

From April 1, 2020 to March 31, 2021, NSERC received 22 new privacy requests: 7 were closed during the reporting period and 23 carried over to 2021-2022. This amount was higher than all preceding reporting periods (in 2019-2020 there were 7 requests).

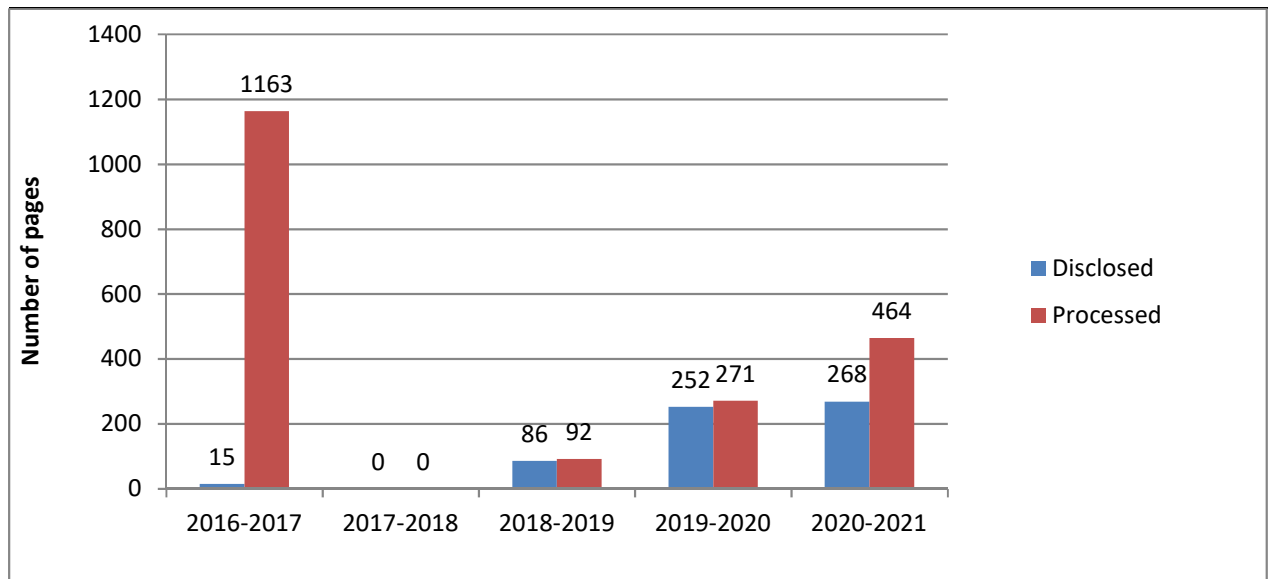
In addition, 8 requests were carried forward from the 2019-2020 reporting period. 2 of these requests were closed during the 2020-2021 reporting period, while 6 requests remain outstanding. processed

In total, NSERC 464 pages of which 268 were disclosed. NSERC received fewer requests than the 2019-2020 reporting period, but the number of pages processed was significantly higher (46%).

**Figure 1: Number of privacy requests carried-over, received, and completed 2016-2021**



**Figure 2: Number of pages processed and pages disclosed 2016-2021**



## **4.2 Disposition of Requests Completed**

Of the 7 privacy requests NSERC completed, 6 were disclosed in part, and in 1 case, no records existed.

## **4.3 Exemptions Invoked**

For the privacy requests where the information was disclosed in part, NSERC invoked 6 exemptions under section 26 (personal information about another individual). 1 exemption was under section 19(1)(a) (refusal to disclose if information was obtained in confidence by an institution/government).

## **4.4 Extension of Time Limits**

For the 7 privacy requests completed, 7 thirty-day extensions of time limits were taken past the initial 30 days. NSERC invoked 6 exemptions under 15(a)(i) meeting the original time limit would unreasonably interfere with the operations of the government institutions. NSERC invoked 1 exemption under 15(a)(ii) consultations are necessary to comply with the request that cannot reasonably be completed within the original time limit.

## **4.5 Completion Time**

For the 7 privacy requests completed, 0 requests (0%) were completed on time (2 requests were completed within the 60-day limit), 1 request was not extended and was completed 33 days past the 30-day time limit, 2 requests were completed outside of legislated timelines, but within the 60-day limit (41 and 50 days total), 4 other requests were extended and completed 7, 10, 175, and 625 days past the 60-day limit.

## **4.6 Consultations**

In 2020-2021, NSERC received 0 privacy consultations from other government institutions. This is less than the 1 privacy consultation received in 2019-2020 where the number of consultation pages reviewed by NSERC totaled 3 pages.

## **4.7 Impact of COVID-19**

From March 16, 2020 to March 31, 2020, NSERC experienced an unprecedented period of operational challenges brought about by the COVID-19 pandemic. During this period, NSERC neither received any new requests for personal information nor did NSERC close any pre-existing files.

NSERC's access to information and privacy team worked from home starting on March 17, 2020. Work on requests for personal information was disrupted by the transition to working remotely. Initially, NSERC access to information and privacy team members did not have remote access to specialized privacy request processing software, and other resources available in the head office. Even when full access to specialized ATIP software was available a few weeks later, the challenges of remote work added to the complexity of processing files. Having only remote access, resulted in NSERC's inability to process paper documents and secret clearance files.



Furthermore, NSERC has not had access to a fully operational mailroom since March 16, 2020. The ATIP unit has neither been able to receive any requests for personal information or consultations submitted by mail or courier, nor has the ATIP unit been able to send any material by mail or courier. NSERC is in the process of procuring E-post/extranet services.

In response, NSERC provided access to information and privacy staff and contractors with remote access to email, specialized privacy request processing software and other electronic tools. The ATIP team met regularly by teleconference or video conference during this period. In addition, an auto-generated message was created for NSERC's access to information and privacy email inbox warning clients of possible delays processing requests due to the COVID-19 pandemic.

## **5. Monitoring and Related activities**

The ATIP Office distributed a weekly status report to senior management pertaining to all privacy requests (information is withheld to protect the identity of requestors).

ATIP Office used the software AccessPro Suite to monitor the time to process privacy requests, actions completed, and the level of effort and complexity of each request.

### **5.1 Informal Practices and Proactive Disclosure**

NSERC encourages informal practices of providing information requested outside the ATIP process, provided that the information released is clearly only that of the requester.

In addition, NSERC proactively discloses peer review feedback to grant and award applicants. In 2020-2021, NSERC proactively disclosed thousands of redacted evaluation reports from volunteer external peer reviewers for over 15,543 grant and award applications to the 2,104 referee reports reviewed (individual can apply to more than one funding opportunity). These reports provide feedback to 12,996 applicants on the assessment of their proposals in relation to the program criteria. They are redacted in the spirit of the *Privacy Act* by program staff who has received training by the ATIP staff.

### **5.2 Costs**

The total salary, goods and professional services cost associated with the Privacy program was \$182,356 (comparable to the 2019-2020 cost of \$109,649). This cost does not include the processing of the proactive disclosure to applicants described in 5.1, above.

### **5.3 Training**

The ATIP Office continued its formal training and development activities in 2020-2021. All staff requiring direct access to Equity, Diversity and Inclusion (EDI) data from applicants and peer reviewers were required to undertake training on handling this sensitive personal information. 71 NSERC employees participated in 6 NSERC EDI training

sessions. 3 Bi-agency NSERC/Social Sciences and Humanities Research Council (SSHRC) sessions were also organized and a total of 20 NSERC employees participated in the EDI training. In total, 91 NSERC employees participated in EDI training in 2020-2021.

#### **5.4 Privacy Breach Response**

23 potential privacy breaches were reported to NSERC access to information and privacy. Non-material privacy breaches and incidents were managed in accordance with the Privacy/Security Breach Protocol. The ATIP Office was involved in analyzing, containing, and resolving these breaches and incidents, in collaboration with the offices of primary interest (OPIs) and the Chief Security Officer.

NSERC was not required to report these privacy breaches to the Office of the Privacy Commissioner (OPC) due to the low risk and the type of information involved. Nonetheless, those affected by the breach were formally notified as appropriate. NSERC continuously strives to reduce the number of breaches by improving staff awareness and implementing the necessary controls in systems and processes.

#### **5.5 Policies, Guidelines, Procedures and Initiatives**

Personal information collected and used by federal departments and agencies is governed by the *Privacy Act* and related regulations, as well as a suite of policy from TBS. NSERC must comply with a number of policies, directives and guidelines, and our Presidents are accountable. This compliance framework is complex and often very demanding for small agencies. It is also evolving and being updated to reflect the reality of current day privacy concerns in our digital world. During the 2020-2021 reporting period NSERC updated its guidelines and procedures in accordance with a directive implemented by TBS (October 2020) to provide up-to-date guidance when releasing information about a small number of individuals.

#### **5.6 Info Source, Publicly Accessible Information and Inquiry Points**

*Info Source* is a series of publications containing information on the Government of Canada and on the government's data collection activities. *Info Source* is intended to help the public access government information and to exercise their rights under the *Privacy Act* and the *ATI Act*. In 2020-2021, NSERC did not make any changes to its *Info Source* chapter.

NSERC's web site has an ATIP page that provides background information on the *Privacy Act*, how to make a request and who to contact. It provides links to other sources, including *Info Source*, annual reports, and summaries of completed ATIP requests.

#### **5.7 Privacy Impact Assessments**

For the current reporting period, NSERC did not complete any privacy impact assessments.

## **5.8 Disclosure under section 8(2)(m) of the *Privacy Act***

Paragraph 8(2)(m) of the *Privacy Act* concerns cases where, in the opinion of the head of the institution, the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure, or where disclosure would clearly benefit the individual to whom the information relates.

During this reporting period, NSERC did not disclose any information under this section of the *Act*.

## **5.9 Corrections**

Paragraph 12(2)(a) of the *Privacy Act* gives individuals a right to request a correction of personal information about them held by the federal government.

3 requests for corrections were carried over from 2018-2019 while 3 additional requests for record correction were received in 2020-2021. 3 requests remain outstanding while 3 requests were closed. These requests were all from 1 individual.

## **5.10 Challenges**

### 5.10.1 Backlog of Cases

In 2020-2021, NSERC had a carry-over from the previous fiscal year of 8 files. 24 files were carried forward into the 2021-2022 fiscal year. In 2020-2021, NSERC closed 5 of the 22 new requests received. A total of 5 files from 2018-2019, 1 file from 2019-2020, and 18 files from 2020-2021 were carried forward into 2021-2022.

NSERC has limited ATIP resources and was required to establish operational priorities and to claim appropriate extensions of time. Also, NSERC offers to assist requestors in refining their request when it results in a high volume of records that will require consultations, and detailed and complex redactions.

### 5.10.2 Human Resources

The associated human resources specifically for the administration of the *Privacy Act* and related activities, for this reporting period, is estimated at 1.505 FTE, which is a 33.6% increase over the 1.0 FTE reported for the last reporting period (April 1, 2019 to March 31, 2020). The 1.505 FTE consists of 0.845 full time employee, 0.03 part-time and casual employee and 0.63 consultants and agency personnel.

During the current reporting period, NSERC continued to have some difficulties in staffing. While NSERC allocated the necessary financial resources, it was not able to find a suitable candidate to staff the ATIP Coordinator position on a permanent basis. NSERC recruited a new ATIP/Governance Manager, and began the staffing process to recruit internally a new ATIP officer. The successful internal candidate will then be trained in ATIP, in addition to other duties.

## **6. Complaints and Audits**

### **6.1 Complaints**

Applicants have the right to register a complaint with the *Office of the Privacy Commissioner* (OPC) regarding the processing of a request.

NSERC carried over 6 privacy complaints from the 2019-2020 fiscal year. 0 privacy complaints were received in the 2020-2021 fiscal year. Out of the 6 privacy complaints, NSERC closed 5 of the complaints in 2020-2021. 1 privacy complaint was carried over into the 2021-2022 fiscal year.

### **6.2 Audits**

0 privacy audits were conducted during the reporting period.

### **6.3 Application/Appeals to the Federal Court or Federal Court of Appeal**

There were 0 applications or appeals to the Federal Court or Federal Court of Appeal under the *Privacy Act* during the 2020-2021 reporting period.

**Appendix A — Delegation Instrument**

OFFICIAL DOCUMENT

**NATURAL SCIENCES AND  
ENGINEERING RESEARCH COUNCIL OF  
CANADA**

**DELEGATION OF AUTHORITY**

***ACCESS TO INFORMATION ACT AND  
PRIVACY ACT***

I, the President of the Natural Sciences and Engineering Research Council of Canada, pursuant to Section 95(1) of the *Access to Information Act* and section 73(1) of the *Privacy Act*, hereby authorize employees of the Natural Sciences and Engineering Research Council of Canada, whose positions are set out in the attached Schedule, to carry out those of my powers, duties or functions under the Acts that are set in the Schedule in relation to those positions.

Dated at Ottawa

This \_\_\_\_ day of \_\_\_\_\_

DOCUMENT OFFICIEL

**CONSEIL DE RECHERCHES EN  
SCIENCES NATURELLES ET EN  
GÉNIE DU CANADA**

**DÉLÉGATION DE POUVOIRS**

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

En ma qualité de président du Conseil de recherches en sciences naturelles et en génie du Canada et conformément à l'article 95(1) de la *Loi sur l'accès à l'information* et à l'article 73(1) de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente les employés du Conseil de recherches en sciences naturelles et en génie du Canada dont les postes sont indiqués dans l'annexe ci-jointe à exécuter ces attributions en vertu des lois précisées dans l'annexe visant ces postes.

Fait à Ottawa

Ce \_\_\_\_ jour de \_\_\_\_\_

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Alejandro Adem  
(President/Président)

Natural Sciences and Engineering Research Council of Canada/  
Conseil de recherche en sciences naturelles et génie du Canada

Delegation		Position Title				
		President	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Governance Manager
Descriptions	Section	1	2	3	4	5
<b>Privacy Act</b>						
Disclosure for research and statistics	8(2)(j)	yes	yes	yes	yes	no
Disclosure in public interest clearly outweighs any invasion of privacy	8(2)(m)(i)	yes	yes	yes	no	no
Disclosure in public interest, benefit of individual	8(2)(m)(ii)	yes	yes	yes	no	no
Record of disclosure for investigations	8(4)	yes	yes	yes	yes	no
Notify Privacy Commissioner of 8(2)(m)	8(5)	yes	yes	yes	yes	no
Record of consistent uses	9(1)	yes	yes	yes	yes	no
Notify Privacy Commissioner of consistent uses	9(4)	yes	yes	yes	yes	no
Personal information in banks	10(1)	yes	yes	yes	yes	yes
Notice where access is granted	14	yes	yes	yes	yes	yes
Extension of time limits	15	yes	yes	yes	yes	yes
Decision regarding translation	17(2)(b)	yes	yes	yes	yes	no
Conversion to alternate format	17(3)(b)	yes	yes	yes	yes	no
Refuse access – exempt bank	18(2)	yes	yes	yes	yes	yes
Refuse access – confidential information	19(1)	yes	yes	yes	yes	no
Disclose confidential information	19(2)	yes	yes	yes	yes	no

Delegation		Position Title				
		President	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Governance Manager
Descriptions	Section	1	2	3	4	5
in the National Capital Region						
Ex parte representation to court	51(3)	yes	yes	yes	yes	yes
Annual report – government institutions	72(1)	yes	yes	yes	yes	no
<b>Privacy Regulations</b>						
Reasonable facilities and time provided to examine personal information	9	yes	yes	yes	yes	yes
Notification that correction to personal information has been made	11(2)	yes	yes	yes	yes	yes
Notification that correction to personal information has been refused	11(4)	yes	yes	yes	yes	yes
Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	13(1)	yes	yes	yes	no	no
Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	14	yes	yes	yes	no	no



**Appendix B — 2020-2021 Annual Privacy Act Statistical Report**

OFFICIAL DOCUMENT

**NATURAL SCIENCES AND  
ENGINEERING RESEARCH COUNCIL OF  
CANADA**

**DELEGATION OF AUTHORITY**

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PRIVACY ACT***

I, the President of the Natural Sciences and Engineering Research Council of Canada, pursuant to Section 95(1) of the *Access to Information Act* and section 73(1) of the *Privacy Act*, hereby authorize employees of the Natural Sciences and Engineering Research Council of Canada, whose positions are set out in the attached Schedule, to carry out those of my powers, duties or functions under the Acts that are set in the Schedule in relation to those positions.

Dated at Ottawa

This \_\_\_\_ day of \_\_\_\_\_

DOCUMENT OFFICIEL

**CONSEIL DE RECHERCHES EN  
SCIENCES NATURELLES ET EN  
GÉNIE DU CANADA**

**DÉLÉGATION DE POUVOIRS**

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

En ma qualité de président du Conseil de recherches en sciences naturelles et en génie du Canada et conformément à l'article 95(1) de la *Loi sur l'accès à l'information* et à l'article 73(1) de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente les employés du Conseil de recherches en sciences naturelles et en génie du Canada dont les postes sont indiqués dans l'annexe ci-jointe à exécuter ces attributions en vertu des lois précisées dans l'annexe visant ces postes.

Fait à Ottawa

Ce \_\_\_\_ jour de \_\_\_\_\_

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Alejandro Adem  
(President/Président)

Natural Sciences and Engineering Research Council of Canada/  
Conseil de recherche en sciences naturelles et génie du Canada



## Statistical Report on the *Privacy Act*

Name of institution: Natural Science and Engineering Research Council

Reporting period: 2020-04-01 to 2021-03-31

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

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	22
Outstanding from previous reporting period	8
<b>Total</b>	<b>30</b>
Closed during reporting period	7
Carried over to next reporting period	23

### Section 2: Requests Closed During the Reporting Period

#### 2.1 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	2	0	1	1	6
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	1	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>7</b>



## 2.2 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)	1	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	1	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	6
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		

## 2.3 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

## 2.4 Format of information released

Paper	Electronic	Other
0	6	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
464	268	6

### 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	4	156	2	112	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>	<b>4</b>	<b>156</b>	<b>2</b>	<b>112</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	2	1	0	0	3
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>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>

## 2.6 Closed requests

### 2.6.1 Number of requests closed within legislated timelines

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

## 2.7 Deemed refusals

### 2.7.1 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
7	2	1	4	0

### 2.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timelines Where an Extension Was Taken	Total
1 to 15 days	0	1	1
16 to 30 days	0	1	1
31 to 60 days	1	2	3
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	1	1
More than 365 days	0	1	1
<b>Total</b>	1	6	7

## 2.8 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 3: 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 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	4
Requests for correction accepted	0
<b>Total</b>	4

### Section 5: Extensions

#### 5.1 Reasons for extensions and disposition of requests

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
9	6	2	0	0	0	1	0	0

## 5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	1	0	0	0	0	0	0
16 to 30 days	6	1	0	0	0	1	0	0
31 days or greater								0
<b>Total</b>	6	2	0	0	0	1	0	0

## Section 6: Consultations Received From Other Institutions and Organizations

### 6.1 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 to the next reporting period	0	0	0	0





## Section 7: Completion Time of Consultations on Cabinet Confidences

### 7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 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

### 7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 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 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

## Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)

### 9.1 Privacy Impact Assessments

Number of PIA(s) completed	0
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### 9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	0	0	0	0

## Section 10: Material Privacy Breaches

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

## Section 11: Resources Related to the *Privacy Act*

### 11.1 Costs

Expenditures	Amount
Salaries	\$84,056
Overtime	\$0
Goods and Services	\$98,300
• Professional services contracts	\$97,405
• Other	\$895
<b>Total</b>	<b>\$182,356</b>

### 11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.845
Part-time and casual employees	0.030
Regional staff	0.000
Consultants and agency personnel	0.630
Students	0.000
<b>Total</b>	<b>1.505</b>

**Note:** Enter values to three decimal places.



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

Name of institution: Natural Sciences and Engineering Research Council

Reporting period: 2020-04-01 to 2021-03-31

### Section 1: Capacity to Receive Requests

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	25
Able to receive requests by email	52
Able to receive requests through the digital request service	52

### Section 2: Capacity to Process Records

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	52	0	0	52
Protected B Paper Records	52	0	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	4	48	52
Protected B Electronic Records	0	4	48	52
Secret and Top Secret Electronic Records	52	0	0	52

Delegation		Position Title				
		President	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Governance Manager
Descriptions	Section	1	2	3	4	5
Refuse access – federal-provincial affairs	20	yes	yes	yes	yes	no
Refuse access – international affairs, defence	21	yes	yes	yes	yes	no
Refuse access – law enforcement and investigation	22	yes	yes	yes	Yes	no
Refuse access – <i>Public Service Disclosure Protection Act</i>	22.3	yes	yes	yes	yes	no
Refuse access – security clearance	23	yes	yes	yes	yes	yes
Refuse access – person under sentence	24	yes	yes	yes	yes	yes
Refuse access – safety of individuals	25	yes	yes	yes	yes	no
Refuse access – another person’s information	26	yes	yes	yes	yes	yes
Refuse access – solicitor-client privilege	27	yes	yes	yes	yes	yes
Refuse access – medical record	28	yes	yes	yes	yes	no
Receive notice of investigation	31	yes	yes	yes	yes	yes
Representation to Privacy Commissioner	33(2)	yes	yes	yes	yes	yes
Findings and recommendations of Privacy Commissioner	35(1)	yes	yes	yes	yes	yes
Access given to complainant	35(4)	yes	yes	yes	yes	yes
Report of findings and recommendations (exempt banks)	36(3)	yes	yes	yes	yes	yes
Response to review of compliance	37(3)	yes	yes	yes	yes	yes
Request of court hearing	51(2)(b)	yes	yes	yes	yes	yes

Delegation		Position Title				
		President	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Governance Manager
Description	Section	1	2	3	4	5
<b><i>Access to Information Act</i></b>						
Responsibility of government institutions	4(2.1)	yes	yes	yes	yes	yes
Notice where access granted	7	yes	yes	yes	yes	yes
Transfer of request	8(1)	yes	yes	yes	yes	yes
Extension of time limits	9(1)	yes	yes	yes	yes	yes
Notice of extension to Commissioner	9(2)	yes	yes	yes	yes	yes
Payment of additional fees	11(2)	yes	yes	yes	yes	yes
Payment of fees for EDP record	11(3)	yes	yes	yes	yes	yes
Deposit	11(4)	yes	yes	yes	yes	yes
Notice of fee payment	11(5)	yes	yes	yes	yes	yes
Waiver or refund of fees	11(6)	yes	yes	yes	yes	yes
Translation	12(2)(b)	yes	yes	yes	yes	no
Conversion to alternate format	12(3)(b)	yes	yes	yes	yes	no
Information obtained in confidence	13	yes	yes	yes	yes	no
Refuse access – federal-provincial affairs	14	yes	yes	yes	yes	no
Refuse access – international affairs, defense	15(1)	yes	yes	yes	yes	no
Refuse access – law enforcement and	16(1)	yes	yes	yes	yes	no

investigation						
Refuse access – security information	16(2)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
Refuse access – policing services for provinces or municipalities	16(3)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
Refuse access – <i>Public Service Disclosure Protection Act</i>	16.5	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
Refuse access – safety of individuals	17	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
Refuse access – economic interests of Canada	18	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
Refuse access – another person’s information	19(1)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Disclose personal information	19(2)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Refuse access – third party information	20(1)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Disclose testing methods	20(2) & (3)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Disclose third party information	20(5)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Disclose in public interest	20(6)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>	<b>no</b>
Refuse access – advice, etc.	21	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
Refuse access – tests and audits	22	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Refuse access – internal audits	22.1	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
Refuse access – solicitor-client privilege	23	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>

Refuse access – prohibited information	24(1)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Disclose severed information	25	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Refuse access – information to be published	26	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Notice to third parties	27(1)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Extension of time limit	27(4)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Notice of third party disclosure	28(1)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Representation to be made in writing	28(2)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Disclosure of record	28(4)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Notice to third party	33	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Right to make representations	35(2)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Access given to complainant	37(4)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Notice to third party of court action	43(1)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Notice to person who requested record	44(2)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Special rules for hearings	52(2)(b)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Ex parte representations	52(3)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Annual report – government institutions	94	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
<b><i>Access to Information Regulations</i></b>						
Search and	7(2)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>



preparation fees						
Production and programming fees	7(3)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Providing access to record(s)	8	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Limitations in respect of format	8.1	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>

Conseil de recherches en sciences naturelles et en génie du Canada

Délégation		Titre des postes				
		Président	VP-CAGI	DE-PPO	Secrétaire du Conseil	Gestionnaire AIPRP & Gouvernance
Description	Disposition	1	2	3	4	5
<b><i>Loi sur l'accès à l'information</i></b>						
Responsable de l'institution fédérale	4(2.1)	oui	oui	oui	oui	oui
Notification lorsqu'il y a communication	7	oui	oui	oui	oui	oui
Transmission de la demande	8(1)	oui	oui	oui	oui	oui
Prorogation du délai	9(1)	oui	oui	oui	oui	oui
Avis au Commissaire concernant la prorogation	9(2)	oui	oui	oui	oui	oui
Versement de frais supplémentaires	11(2)	oui	oui	oui	oui	oui
Versement de frais pour document informatisé	11(3)	oui	oui	oui	oui	oui
Acompte	11(4)	oui	oui	oui	oui	oui
Avis concernant le versement	11(5)	oui	oui	oui	oui	oui
Dispense ou remboursement de frais	11(6)	oui	oui	oui	oui	oui
Traduction	12(2)(b)	oui	oui	oui	oui	non
Transfert sur un support de substitution	12(3)(b)	oui	oui	oui	oui	non
Renseignements confidentiels	13	oui	oui	oui	oui	non
Refus de divulgation – affaires fédérales-provinciales	14	oui	oui	oui	oui	non
Refus de divulgation – affaires internationales et défense	15(1)	oui	oui	oui	oui	non

Délégation		Titre des postes				
		Président	VP-CAGI	DE-PPO	Secrétaire du Conseil	Gestionnaire AIPRP & Gouvernance
Description	Disposition	1	2	3	4	5
Refus de divulgation – application de la loi et enquête	16(1)	oui	oui	oui	oui	non
Refus de divulgation – méthodes de protection	16(2)	oui	oui	oui	oui	non
Refus de divulgation – fonctions de police provinciale ou municipales	16(3)	oui	oui	oui	oui	non
Refus de divulgation – Loi sur la protection des fonctionnaires divulgateurs d’actes répréhensibles	16.5	oui	oui	oui	oui	non
Refus de divulgation – sécurité des individus	17	oui	oui	oui	oui	non
Refus de divulgation – intérêts économiques du Canada	18	oui	oui	oui	oui	non
Refus de divulgation – renseignements personnels d’un tiers	19(1)	oui	oui	oui	oui	oui
Divulgation de renseignements personnels	19(2)	oui	oui	oui	oui	oui
Refus de divulgation – renseignements de tiers	20(1)	oui	oui	oui	oui	oui
Divulgation des méthodes pour les essais	20(2) & (3)	oui	oui	oui	oui	oui
Divulgation des renseignements d’un tiers	20(5)	oui	oui	oui	oui	oui
Divulgation dans l’intérêt public	20(6)	oui	oui	oui	non	non

Délégation		Titre des postes				
		Président	VP-CAGI	DE-PPO	Secrétaire du Conseil	Gestionnaire AIPRP & Gouvernance
Description	Disposition	1	2	3	4	5
Refus de divulgation – avis, etc.	21	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>non</b>
Refus de divulgation – examens et vérifications	22	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Vérifications internes	22.1	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>non</b>
Refus de divulgation – secret professionnel des avocats	23	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Refus de divulgation – renseignements interdits	24(1)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Divulgation de prélèvements	25	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Refus de divulgation – pour publication	26	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Avis aux tiers	27(1)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Prorogation du délai	27(4)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Avis concernant la divulgation des renseignements de tiers	28(1)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Observations écrites	28(2)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Divulgation du document	28(4)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Divulgation sur recommandation du Commissaire	29(1)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Avis au tiers	33	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Droit de présenter des observations	35(2)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Divulgation accordée	37(4)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Avis au tiers concernant le recours à la Cour	43(1)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>
Avis à la personne qui a fait la demande	44(2)	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>	<b>oui</b>

Délégation		Titre des postes				
		Président	VP-CAGI	DE-PPO	Secrétaire du Conseil	Gestionnaire AIPRP & Gouvernance
Description	Disposition	1	2	3	4	5
Règles spéciales pour l'audition	52(2)(b)	oui	oui	oui	oui	oui
Présentation d'arguments en l'absence d'une partie	52(3)	oui	oui	oui	oui	oui
Rapport annuel des institutions fédérales	94	oui	oui	oui	oui	non
<b><i>Règlements sur l'accès à l'information</i></b>						
Frais de recherche et de préparation	7(2)	oui	oui	oui	oui	oui
Coût de production et de programmation	7(3)	oui	oui	oui	oui	oui
Accès aux documents	8	oui	oui	oui	oui	oui
Restrictions applicables au support	8.1	oui	oui	oui	oui	oui

Delegation		Position Title				
		President	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Governance Manager
Descriptions	Section	1	2	3	4	5
<b>Privacy Act</b>						
Disclosure for research and statistics	8(2)(j)	yes	yes	yes	yes	no
Disclosure in public interest clearly outweighs any invasion of privacy	8(2)(m)(i)	yes	yes	yes	no	no
Disclosure in public interest, benefit of individual	8(2)(m)(ii)	yes	yes	yes	no	no
Record of disclosure for investigations	8(4)	yes	yes	yes	yes	no
Notify Privacy Commissioner of 8(2)(m)	8(5)	yes	yes	yes	yes	no
Record of consistent uses	9(1)	yes	yes	yes	yes	no
Notify Privacy Commissioner of consistent uses	9(4)	yes	yes	yes	yes	no
Personal information in banks	10(1)	yes	yes	yes	yes	yes
Notice where access is granted	14	yes	yes	yes	yes	yes
Extension of time limits	15	yes	yes	yes	yes	yes
Decision regarding translation	17(2)(b)	yes	yes	yes	yes	no
Conversion to alternate format	17(3)(b)	yes	yes	yes	yes	no
Refuse access – exempt bank	18(2)	yes	yes	yes	yes	yes
Refuse access – confidential information	19(1)	yes	yes	yes	yes	no
Disclose confidential information	19(2)	yes	yes	yes	yes	no