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Nunavunmi Parnaiyiit
Nunavut Planning Commission
Commission d'Aménagement du Nunavut

NUNAVUT PLANNING COMMISSION

ANNUAL REPORT

ON THE ADMINISTRATION OF

THE PRIVACY ACT

APRIL 1, 2019 – MARCH 31, 2020

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1. Introduction

The following Annual Report outlines the Nunavut Planning Commission's (the NPC) organizational structure, procedural updates and activities as they relate to the *Privacy Act* (the Act) for the 2019-2020 reporting period. This report has been prepared and tabled in Parliament in accordance with section 72 of the Act.

The purpose of the *Privacy Act* is to ensure the protection and responsible usage of personal information held by Canadian government institutions. The Act “gives Canadian citizens, permanent residents, and individuals present in Canada the right to access their personal information held by government institutions that are subject to the Act, and protects that information against unauthorized collection, use, retention and disclosure”¹ and as a result provides individuals with greater control over their personal information held by government institutions in Canada.

The NPC is an institution of public government created by the *Nunavut Agreement* to assess the potential impacts of proposed development in the Nunavut Settlement Area prior to approval of the required project authorizations. Using both traditional knowledge and recognized scientific methods, the NPC assesses the potential biophysical and socio-economic impact of proposals and will make recommendations and decisions about which projects may proceed. The Board may also establish monitoring programs for projects that have been assessed and approved to proceed. The NPC's mandate and authority comes from Article 12 of the *Nunavut Agreement* and the *Nunavut Planning and Project Assessment Act*.

The NPC is committed to ensuring the privacy of the personal information it collects through its processes. Though the NPC collects a relatively small amount of personal information and has yet to receive a Personal Information Request, it maintains a strong set of policies and procedures to ensure its adherence to the Act.

¹ <https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy.html>

- processing requests for information submitted under the *Access to Information Act*;
- promoting awareness to ensure NPC Staff understand their roles and responsibilities.
- preparing annual reports to Parliament;
- monitoring compliance in regard to the Act;
- coordinating the resolution of any complaints against the NPC which have been submitted to the Information Commissioner under the *Access to Information Act*;
- supporting the NPC in meeting its commitments to openness and transparency through the release of information via informal avenues;
- handles informal requests for Access to Information. An informal request is a request for information that is not made or processed under the Act. Fees cannot be charged under the Act and there are no deadlines for responding to these requests. In addition, the requestor has no statutory right of complaint;

The ATIP Officer is the sole person to operate on behalf of the ATIP Office. The ATIP Officer may liaise with NPC Staff for the purpose of identification and classification of certain records of information.

3. Delegation Order

The powers and responsibilities of the NPC's Executive Director under the *Privacy Act* (the Act) have not been formally delegated using a delegation order. However, as stated above, ATIP Officer's job description includes duties related to the Act.

4. Interpretation of the Statistical Report, 2019-20

The NPC submitted its 2019-20 Statistical Report to the Treasury Board Secretariat (TBS) by email on August 21, 2020. As indicated in the report, the NPC received two Personal Information (PI) requests during the reporting period.

This relatively small number of PI requests is understandable, as the NPC collects a relatively small amount of private personal information. This is partly due to efforts taken by the NPC to limit the personal information it collects to only what is required for operations, in adherence to the *Privacy Act*, and because a significant portion of the NPC's processes are highly public in nature. For example, personal opinions expressed by members of the public during the NPC's review processes are given with the full understanding that they are being made in a public forum and will be made available in public documents such as comment forms and hearing transcripts. Most of the private personal information that the NPC does manage is collected in the service of staffing and human resources, such as resumes, identification, or financial information required for payment. The NPC maintains a strong set of policies and procedures to safeguard this type of information.

The cost indicated in the statistical report (\$29,804) expresses one tenth (0.15) of the salary of the Legal Advisor/ATIP. This cost relates to this position's duties relating to both the *Access to Information Act* and the *Privacy Act*. This figure does not include the salaries of staff members who may be involved in internal consultations relating to ATIP requests.

The dispositions and completion time regarding the two PI requests are 30 days, and no: fee charged, exemptions, exclusions, extensions or consultations.

A copy of the NPC's 2019-20 statistical report can be found in Annex A.

5. Training and Awareness

No formal training was provided by the ATIP Office in regard to Access to Information during the reporting period. New employees as part of their orientation package receive training within their department on an as needed basis.

6. Policies, Guidelines, Procedures and Initiatives

During the 2019-20 reporting period, the NPC began the process of onboarding to the ATIP Online Request Service (AORS). The AORS is an online platform that the public can use to submit ATIP requests to a wide range of Federal Government institutions with the purpose of streamlining the ATIP submission process. The NPC is supportive of the AORS initiative as it promises to provide an efficient system for users and increase transparency across a wide range of institutions.

To ensure the system remains streamlined, the NPC will be phasing out its online ATIP tool in 2019-20. The NPC, however, will maintain its current Information Requests page on its website for reporting purposes and will provide a link to the AORS website for users. Additionally, the NPC plans to use this page to outline alternative methods of accessing information held by the NPC in an effort to reduce the number of ATIP requests that pertain to documents that are already publicly available.

No other changes were made to the NPC's policies, guidelines, procedures and initiatives as they relate to the *Privacy Act* during the 2019-20 reporting period.

7. Summary of Key Issues and Actions Taken on Complaints or Audits

The NPC received no complaints, audits or investigations during the reporting period.

8. Monitoring Compliance

In the event of a Personal Information (PI) request, the NPC would ensure its adherence to the timelines required by the *Privacy Act* by maintaining regular communication between the ATIP Officer and the Executive Director.

9. Material Privacy Breaches

No material privacy breaches were reported to the Office of the Privacy Commissioner or the Information and Privacy Policy Division, Treasury Board of Canada Secretariat during the 2019-20 reporting period.

10. Privacy Impact Assessments

The NPC did not perform any Privacy Impact Assessments during the 2019-20 reporting period.

11. Public Interest Disclosures

No public interest disclosures were made under paragraph 8 (2) (m) of the *Privacy Act* during the reporting period.

Should you have any questions or require clarification on specific points within this report, please contact the undersigned directly at (867) 979-3443 or via email at sehaloak@nunavut.ca.

Sincerely,

<original signed by :>

Sharon Ehaloak Executive Director
Nunavut Planning Commission

ANNEX A

Statistical Report on the *Privacy Act*

Name of institution: Nunavut Planning Commission

Reporting period: 2019-04-01 to 2020-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
Total	0
Closed during reporting period	0
Carried over to next reporting period	0

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	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

TBS/SCT 350-63

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)	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		

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	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

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

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	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

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	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0

Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

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
0	0	0	0	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	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.8 Requests for translation

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

Section 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	0
Requests for correction accepted	0
Total	0

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	
0	0	0	0	0	0	0	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	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater								0
Total	0	0	0	0	0	0	0	0

Section 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
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over to the next reporting period	0	0	0	0

6.2 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	
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
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

6.3 Recommendations and completion time for consultations received from other organizations

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	
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
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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

11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.00
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.00