

**National Gallery of Canada* - Info Source:
Sources of Federal Government and
Employee Information
2017**



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General Information

Introduction to *Info Source*

Info Source: Sources of Federal Government and Employee Information provides information about the functions, programs, activities and related information holdings of government institutions subject to the [Access to Information Act](#) and the [Privacy Act](#). It provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*.

The [Introduction](#) and an [index of institutions](#) subject to the *Access to Information Act* and the *Privacy Act* are available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

Background

The [National Gallery of Canada](#) was founded in 1880 by the then Governor General, John Douglas Sutherland Campbell, the Marquess of Lorne, in concert with the Royal Canadian Academy of Arts, with the idea that that Canadians should have a national gallery to call their own.

It would be a place to showcase Canadian art; to preserve, study and teach about the nation's cultural heritage; and to acquire magnificent works from around the world. It would expose Canadians to great art from all periods and in all its manifestations: paintings, photographs, sculptures and more, with special, but not exclusive, reference to Canada.

With the enactment of the 1913 *National Gallery of Canada Act*, the federal government assumed responsibility for the Gallery. The government continued its stewardship through successive Acts of Parliament, culminating in the [Museums Act](#) of July 1, 1990. In addition to prescribing the purpose, capacity, and powers of the National Gallery of Canada, the *Museums Act* established the Gallery as a Crown Corporation.

Under the *Museums Act*, the Gallery's Board of Trustees serves as its governing body, and is accountable to Parliament through the Minister of Canadian Heritage. The eleven members of the Board, representing various regions of the country, are appointed by the Minister with the approval of the Governor-in-Council. The Board has primary responsibility for ensuring that the resources provided to the institution are used judiciously to achieve its mandate. The Board provides strategic direction to the Gallery, oversees the conduct of its business, and ensures that all major issues are given proper consideration.

Responsibilities

The National Gallery of Canada's mandate is to develop, maintain and make known, throughout Canada and internationally, a collection of works of art, both historic and contemporary, with special but not exclusive reference to Canada, and to further knowledge, understanding and enjoyment of art in general among all Canadians.



The National Gallery of Canada strives to provide Canadians with a sense of identity with and pride in Canada's rich visual-arts heritage. Through collaboration with national and international institutions, the Gallery seeks to make art accessible, meaningful, and vital to diverse audiences of all ages. The Gallery aspires to be a model of excellence in furthering knowledge of the visual arts, both at home and abroad through its core program responsibilities, namely:

Collection – whereby the Gallery acquires art, conducts research and preserves the collection for present and future generations through comprehensive conservation initiatives;

Outreach – whereby the Gallery exhibits art in Canada and abroad, educates on and communicates the importance of the visual arts to Canadians from all walks of life and in various regions of the country; and

Accommodation – whereby the Gallery ensures building operations are carried out efficiently and sound investments are made in capital infrastructure for facilities to be secure, suitable for the preservation and exhibition of the national collection, and safe for visitors and staff.

These core program responsibilities are supported by **NGC-specific Internal Services** whereby the Gallery ensures sound governance, effective management of its human and financial resources, and optimization of self-generated revenues.

Refer to the Gallery's [Summary of the Corporate Plan for 2016-17 to 2020-21 and Operating and Capital Budgets for 2016-17](#) for more information on specific plans and initiatives.

Institutional Functions, Programs and Activities

The National Gallery of Canada is primarily organized along three programs that is, Collection, Outreach and Accommodation Program activities. These programs are supported by the corporate administrative services listed under "NGC-specific Internal Services" and "Internal Services".

Collection Program

Through this program, the National Gallery of Canada ensures that a strong national collection representing Canadian and international visual arts is gathered and preserved for present and future generations. The Gallery makes sure that this goal is attained through its acquisitions, research, and preservations endeavours.

Acquisitions

In the context of the Acquisitions sub-program, the Gallery acquires works of art, rare books and collections of archival materials in support of visual arts through purchasing and private donations.



Acquisition of Artworks for the NGC Collection – Projects Class of Record

Description:

Includes records related to the growth and development of the Gallery collection through the selective purchase and gift of multiple works from donors. Includes: Negotiation of loans-in for the purpose of acquisition; negotiation of copyrights.

Document Types:

Analytical documents such as inventories, evaluations, proposals, and annual acquisition plans; exchange lists and custom declarations; correspondence; and, purchase and sale agreements.

Record Number:

NGC 19-01

Documentation / Cataloguing Class of Record

Description:

Includes records related to the perpetually current description of works included in the Gallery collections and in which the Gallery has taken a discretionary interest, known as the 'curatorial file', and/or as stored in the collections management system. Includes: the identification and tracking of any copyrights and permissions associated with a work.

Document Types:

Analytical documents such as inventories, evaluations, proposals, and annual acquisition plans; exchange lists and custom declarations; correspondence; and, Purchase and Sale Agreements.

Record Number:

NGC 19-10

Private Collectors and Donors of Works of Art Description Personal Information Bank

Description:

This bank contains information concerning the ownership of works of art. Personal information may include name, contact information, date of death, biographical information such as relationships to other persons or entities such as, spouse or partner, sibling, business partner, collective member, etc., financial information, and information concerning other works of art in their possession.

Class of Individuals:

Individuals who have sold or donated, or who are considering selling or donating, works of art to the National Gallery of Canada.



Purpose:

Personal information is to account for all acquisitions to the collection of the Gallery and to record source or provenance of the artworks. Personal information is collected pursuant to the *Museums Act*.

Consistent Uses:

Most gifts and occasional purchases are certified by the Canadian Cultural Property Export Review Board (see institution-specific PIB Certification, CPE PPU 010), the information is communicated with the knowledge of the donor or vendor. Selected information (e.g. name of author/donor) may be published on the National Gallery of Canada website. Information may be shared with the Canada Revenue Agency and the Province of Quebec (if applicable) for income verification purposes and also with third party insurance brokers and for international indemnification programs.

Retention and Disposal Standards:

Under development

RDA Number:

Under development

Related Record Number:

NGC 19-10

TBS Registration:

20100329

Bank Number:

NGC PPU 002

Ownership of Copyright Personal Information Bank**Description:**

This bank contains information related to ownership of copyright of artwork in the collection at the National Gallery of Canada. Personal information may include name, contact information, and signature. Personal information may also relate to the manager of the rights such as relative, estate, artist collective, art gallery, etc.

Class of Individuals:

Artists or other individuals who own or manage copyright of an artwork that is in the collection of the National Gallery of Canada.



Purpose:

Personal information is collected under the authority of the *Museums Act* and is used to clear copyright with the copyright holder in order to use the works of art for National Gallery of Canada projects such as exhibition, reproduction, or communication purposes.

Consistent Uses:

There are no consistent uses.

Retention and Disposal Standards:

Under development

RDA Number:

Under development

Record Number:

NGC 19-10

TBS Registration:

20110303

Bank Number:

NGC PPU 003

Special Loans-In – Negotiations Class of Record**Description:**

Includes records related to the borrowing of works to supplement the Gallery collection, for examination, for research or for other discretionary purposes. Excludes: Works borrowed for the purposes of acquisition and exhibitions. Includes negotiation of copyright.

Document Types:

Correspondence, agreements, contracts, notes and invoices.

Record Number:

NGC 19-06

Acquisition for the Library and Archives Collection Class of Record**Description:**

Includes records related to the growth and development of this Gallery collection through the selective purchase and receipt of works from donors, and from the internal gathering of information assets arising from other Gallery functions.

Document Types:

Analytical documents such as inventories, evaluations, proposals, and Annual Acquisition Plans; exchange lists and custom declarations; correspondence; and, Purchase and Sale Agreements.

Record Number:

NGC 20-01

Donors Class of Record

Description:

Includes records related to the initiation and stewardship of relationships with donors. Excludes: Actual donations of art.

Document Types:

Donation Agreements, notes, correspondence, exchange lists, correspondence, and custom declarations.

Record Number:

NGC 14-02, 17-13

Research

Research relates to activities involving gathering information, via informal and formal means, and its analysis, leading to the realization, refinement or publication of art-related knowledge.

Exhibitions Class of Record

Description:

Includes records related to the planning and management of exhibitions, and declined exhibition proposals.

Document Types: Notes, correspondence, contracts, meeting minutes, proposals and invoices.

Record Number:

NGC 14-11



Curatorial Class of Record

Description:

Includes records related to the investigation and development of curatorial principles, techniques and specific theories, with or without immediate application to the Gallery's collection; research into artists and attribution, provenance/ownership, historical context, public inquiry response, exhibition history, valuation, authentication, artists' organizations/societies etc., as well as records related to the production of publications arising from research, regardless of medium.

Document Types:

Notes, correspondence, travel reports, and theses.

Record Number:

NGC 15-01

Artists Personal Information Bank

Description:

This bank contains information related to creators of artwork in the collection of the National Gallery of Canada, which includes the Canadian Museum of Contemporary Photography collection. Personal information may include name, contact information, biographical information, citizenship status, date of birth, date of death, educational information, place of birth and place of death, financial information, Social Insurance Number (when required) and signature. Personal information may also include images of artwork (analog or digital), information about other works of art in an artist's possession and artist's relationship to other persons or entities such as their spouse or partner, siblings, business partner, or artist collective member.

Class of Individuals:

Individuals who create artwork that is in the collection of the National Gallery of Canada.

Purpose:

Personal information is used to document the lives and activities of artists as cultural heritage, to manage copyright, permissions, licensing and fees. Information is also used to ensure that the Gallery remains accountable for all acquisitions to the collection and to record the source and provenance of the artworks. Personal information is collected pursuant to the Museums Act. The Social Insurance Number is collected pursuant to the Income Tax Act and may be used to issue various reporting slips.

Consistent Uses:

Biographical and activity information is used for cataloguing purposes as part of the record of an artwork, for publication in catalogues and other publications, and is made accessible for external researchers. Some elements of data, notably a brief biography of an artist (Canada, 1908-1992)



or sometimes places of birth and/or death, are contributed to aggregated databases like the Artifacts Canada database of the Canadian Heritage Information Network. Selected information about each artist may be published on the National Gallery of Canada website. When artists pay or receive money, information may be shared as described in the Standard PIB(s) Accounts Receivable (PSU 932) or Accounts Payable (PSU 931). Information may be shared with the Canada Revenue Agency (Information Returns (Infodec), CRA PPU 150) and the Province of Quebec for income verification purposes.

Retention and Disposal Standards:

Under development

RDA Number:

Under development

Related Record Number:

NGC 15-01

TBS Registration:

20100330

Bank Number:

NGC PPU 003

Conservation Theory Class of Record

Description:

Includes records related to the investigation and development of conservation principles, techniques and specific theories, with or without immediate application to the Gallery's collection, as well as the production of publications arising from research, regardless of medium.

Document Type:

Notes, correspondence, travel reports, and theses.

Record Number:

NGC 15-05



Archival and Bibliographic Class of Record

Description:

Includes records related to the investigation and development of archival and bibliographic principles, techniques and specific theories, with or without immediate application to the Gallery's collection, as well as related to the production of publications arising from research, regardless of medium.

Document Type:

Notes, correspondence, travel reports, and theses.

Record Number:

NGC 15-04

Fellowships Class of Record

Description:

Includes records related to the extension of Gallery collection-based research by negotiating and maintaining funded relationships with a community of external researchers. Excludes: Award of contracts.

Document Types:

Fellowship agreements and correspondence.

Record Number:

NGC 17-06

Research Fellowship Program Personal Information Bank

Description:

This bank contains information related to the Research Fellowship Program at the National Gallery of Canada. Personal information may include name, contact information, biographical information, educational information, awards and honours, publications, exhibitions, past and present research investigations and other relevant work, views and opinions of or about individuals, signature and Social Insurance Number (only if accepted to the program).

Class of Individuals:

Individuals (including from outside of Canada) who apply for Research Fellowships at the National Gallery of Canada, personal references.



Purpose:

The Personal information is used to process applications and to administer the Research Fellowships program. Personal information is collected pursuant to the Museums Act. The Social Insurance Number is collected from successful candidates pursuant to the *Income Tax Act*, for the purpose of income verification.

Consistent Uses:

If a fellowship is granted, information may be shared with the Canada Revenue Agency and the Province of Quebec (if applicable) for income tax purposes. Selected information (including name, educational facility, and research undertaken) is posted on the National Gallery of Canada's website.

Retention and Disposal Standards:

Under development.

RDA Number:

Under development.

Related Record Number:

NGC 17-06

TBS Registration:

20100332

Bank Number:

NGC PPU 005

Circulation for the Library and Archives Collection Class of Record**Description:**

Includes records related to the circulation of items belonging to the Library and Archives Collection to Gallery employees and on-site researchers who proactively request these materials.

Document Types:

Library cataloguing information about the collection, records loans, notes, and condition reports.

Record Number:

NGC 20-05



Preservation

Preservation relates to NGC activities to ensure that the National Collection of art is preserved for present and future generations, through restoration and conservation activities.

Transportation Class of Record

Description:

Records related to the physical re-location of Gallery and other works, performed by Technical Services staff and/or contractors.

Document Types:

Work orders, bills of lading, shipping waybills, and incident reports.

Record Number:

NGC 19-08

Cataloguing Class of Record

Description:

Includes records related to the perpetually current description of library and archival materials.

Document Types:

Library cataloguing information about the collection, records loans, notes, and condition reports.

Record Number:

NGC 20-02

Conservation Class of Record

Description:

Includes records related to the assessment, conservation-specific risk management, and treatment of works in order to maintain their qualities over time.

Document Types:

Condition assessments, change of state assessments, damage reports, option analyses, and treatment plans.

Record Number:

NGC 19-09



Conservation for the Library and Archives Class of Record

Description:

Includes records related to the assessment, conservation-specific risk management, and treatment of works in order to maintain their qualities over time.

Document Types:

Assessments performed pre-acquisition, pre-move and pre-storage; change of state assessments, damage reports, appraisals, insurance policies, and insurance claims.

Record Number:

NGC 20-09

Storage, Security and Preservation Class of Record

Description:

Includes records related to the design, maintenance and equipment of the interior of art storage facilities, leading directly to the security and preservation of those works, *e.g.* racks and bolts affixing them to the floor. Excludes: The overall design of the facilities and infrastructural services to them.

Document Types:

Risk assessment reports, planning and meeting documents, budgets, purchase orders, invoices, work orders, dispatch logs, security escort requests and requests for access to vaults.

Record Number:

NGC 19-03

Risk Management Class of Record

Description:

Includes records related to assessments and strategies to mitigate risk to Gallery works, appraisals, insurance policies, and claims against those policies. Includes: Indemnification under the comprehensive Government of Canada agreement.

Document Types:

Condition assessments, appraisals, insurance policies, and insurance claims.

Record Number:

NGC 19-04



Monitoring Class of Record

Description:

Includes records related to the continuous and periodic verification of location, condition, ownership and other features of works held in the Gallery collection.

Document Types:

Audits of storage locations and inventory reports.

Record Number:

NGC 19-05

De-accessioning Class of Record

Description:

Includes records related to the removal of a work from the Gallery collection. Includes: Transfers and losses.

Document Types:

Correspondence, justification documents, meeting minutes and images.

Record Number:

NGC 19-11

Storage for the Library and Archives Collection Class of Record

Description:

Includes records related to the design, maintenance and equipment of the library stacks and or library and archives storage areas, leading directly to the security and preservation of those items e.g. shelving units, cabinets, racks and bolts affixing them to the floor. Excludes: The overall design of the facilities and infrastructural services to them.

Document Types:

Floor plans and correspondence.

Record Number:

NGC 20-03



Monitoring for the Library and Archives Collection Class of Record

Description:

Includes records related to the continuous and periodic verification of location, condition, and other features of items held in the Gallery Library and Archives.

Document Types:

Audits of storage locations, inventory reports, library cataloguing information about the collection, records loans, notes, and condition reports.

Record Number:

NGC 20-04

Outreach Program

Through this program, the National Gallery of Canada ensures enhanced understanding and enjoyment of art among Canadians through dynamic national and international programming. The Gallery makes sure that this goal is attained through its exhibitions, education, and communications endeavours.

Exhibitions

In the context of the Exhibitions sub-program, the Gallery produces, either solely or in partnership with other museums, onsite and travelling exhibitions. The Gallery also lends artwork from the national collection for inclusion in a wide range of special exhibitions produced by other museums in Canada and abroad.

Loans Out – Negotiations Class of Record

Description:

Includes records related to negotiations leading to an agreement to lend a work from the Gallery collection to an external organization, in support of an initiative consistent with the Gallery mandate.

Document Types:

Correspondence, agreements, contracts, notes and invoices.

Record Number:

NGC 19-07



Project Management Class of Record

Description:

Includes records related to the overall process of assessment, planning, production and post-production of the exhibition such as those related to assessments of economic impact, detailed budgeting, marketing, security, conservation, risk and other aspects of the exhibition, exhibition-specific operational intelligence gathering, and the proceedings (agendas, minutes, attachments etc.) of meetings, both formal and informal, related to the overall management of the exhibition.

Document Types:

Meeting minutes and agendas, project communications, project plans, curatorial theses, exhibition budgets, economic impact assessments, lists of works, marketing plans, security plans, risk assessments, progress reports, and notifications of the Gallery Archives and the Chief Information Officer that all post-production activities are complete.

Record Number:

NGC 21-01

Design Class of Record

Description:

Includes records related to analysis and preparation of spaces and display elements for the exhibition. Includes: Formal and informal design work, leading to drawings, layouts, instruction guides and specifications etc. Includes: The physical arrangement and presentation of any multi-media elements.

Document Types:

Drawings, layouts, guides, and routes.

Record Number:

NGC 21-02

Production Class of Record

Description:

Includes records related to the preparation of works for exhibition, to better correspond to a curatorial thesis and direction and to ensure their protection and eventual return to the collection from which they were selected.



Document Types:

Correspondence, notes, examination reports, treatment reports, photo documentation, reports on analytical results, installation instructions and work orders.

Record Number:

NGC 21-03

Publications for Exhibitions**Description:**

Includes records relating to: Analysis, specification, design and delivery of publications related to the exhibition. Includes: Preparation of the exhibition catalogue, web content and any printed didactic elements.

Document Types:

Exhibition catalogs, panels, labels, and curatorial text.

Record Number:

NGC 21-04

Insurance Class of Record**Description:**

Includes records related to the provision of insurance to protect the Gallery and borrowed works in its care during the exhibition. Includes: Indemnification under comprehensive Government of Canada agreement, as applicable to a specific exhibition.

Document Types:

Insurance analyses, appraisals, indemnification requests, policies and claims.

Record Number:

NGC 21-07

Immunity from Seizure Class of Record**Description:**

Includes records related to steps taken to ensure that, regardless of cause, works included in an exhibition are protected from seizure by Canadian and international authorities.

Document Types:

Applications, clearances, and correspondence.

Record Number:

NGC 21-08

Loans In – Negotiations Class of Records

Description:

Includes records related to the negotiation of agreements with other organizations and individuals leading to the offer of works to the Gallery for the purpose of the exhibition.

Document Types:

Correspondence, agreements, contracts, notes and invoices.

Record Number:

NGC 21-09

Private Lenders of Works of Art Personal Information Bank

Description:

This bank contains information about artists or other individuals who have lent, or who are considering lending, works of art from their personal collections to the National Gallery of Canada. Personal information may include name, contact information and information concerning their works of art.

Class of Individuals:

Artists or other individuals who have lent or who are considering lending works of art to the National Gallery of Canada.

Purpose:

Personal information is collected under the authority of the *Museums Act* and is used to account for all works of art on loan to the National Gallery of Canada and also to record source or provenance of the artworks.

Consistent Uses:

With consent, selected information (e.g. name of lender) may be published on the National Gallery of Canada website, on exhibition labels and in publications. Information may also be



shared with third-party insurance brokers and/or with the Department of Canadian Heritage, Canada Travelling Exhibitions Indemnification Program.

Retention and Disposal Standards:

Under development

RDA Number:

Under development

Related Record Number:

NGC 21-09

TBS Registration:

20110302

Bank Number:

NGC PPU 010

External Transit Class of Record

Description:

Includes records related to the physical re-location of Gallery and other works, typically performed by Technical Services and/or contractors, related to the exhibition.

Document Types:

Movement logs, work orders, and dispatch records.

Record Number:

NGC 21-10

Sponsorships Class of Record

Description:

Includes records related to building on a stakeholder relationship, soliciting private financial and other support for the exhibition, leading to an agreement.

Document Types:

Correspondence and sponsorship agreements.

Record Number:



NGC 21-11

Installation Class of Record

Description:

Includes records related to the review of installation instructions, the physical installation of the works by various means, the inspection of all installations to confirm their soundness, approval of the installation arrangements, and the occasional and regular maintenance of installation elements during the exhibition. Includes the fabrication of special design elements necessary to permit the safe and effective display of works included in the final List of Works.

Document Types:

Schedules, inspection reports, maintenance plans, installation notes and installation schedules.

Record Number:

NGC 21-12

Exhibition Related Conservation Class of Record

Description:

Includes records related to the examination and analysis leading to the documentation of the condition of all works in the exhibition, immediately prior to installation, during take-down and on other occasions as requested. Includes: Condition reporting and treatments.

Document Types:

Condition reports, treatment reports, condition tracking reports, installation instructions, request for services, work orders, Restoration and Conservation Laboratory Technical photography requests, photo documentation, correspondence, notes, quotes and invoices.

Record Number:

NGC 21-13

Touring, by Venue Class of Record

Description:

Includes records related to exhibitions held at venues other than the Gallery, the establishment of venue-specific planning elements. Includes: The itinerary of the off-site Exhibition, any variances from the Exhibition as held in other locations e.g. reductions in scope, and venue-specific promotional materials, such as a local Catalogue.



Document Types:

Touring itineraries, correspondence, agreements, lists of works, and tour catalogues.

Record Number:

NGC 21-14

Images and Documentation Class of Record**Description:**

Includes records related to the recording the conditions, context, content and significant events associated with Exhibition works and related events.

Document Types:

Exhibition reports, still images, multi-media recordings, installation photographs, select texts, and audio guides.

Record Number:

NGC 21-15

Education

In the context of the Education sub-program, the Gallery undertakes and/or manages educational initiatives that contribute to an increased understanding of the visual arts, including tours, lectures, audio and print guides, videos, workshops, in-gallery activities for families, educational programs for children, resources for teachers, and special exhibition-related programming.

Visitors – Learning Class of Record**Description:**

Records related to demographic, psychographic and other information pertaining to the visitor experience and response to an exhibition or collection, gathered for the purpose of improving the effectiveness of learning programs.

Document Type:

Notes, correspondence, presentations, reports, research documents, studies and surveys.

Record Number:

NGC 14-07



Education Class of Record

Description:

Includes records related to analysis, specification, design and delivery of the educational requirements and opportunities associated with the exhibition. Includes: The development of any educational multi-media elements and thematic didactics.

Document Types:

Education plans, thematic didactics, and multi-media artifacts including audio guides.

Record Number:

NGC 21-05

Education Workshops and Camps Personal Information Bank

Description:

This bank contains information that is about individuals who attend education workshops or camps held at the National Gallery of Canada. Personal information may include name, contact information, biographical information, emergency contact information, date of birth, medical information such as allergies and medications required, photographs (with consent) and signature. **Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the date of the event attended.

Class of Individuals:

Individuals who register to attend education workshops or camps, parent/guardians (for minors), and other emergency contacts.

Purpose:

Personal information is used to administer the education program and is collected under the authority of the *Museums Act*.

Consistent Uses:

The information may be used or disclosed for mailing lists (with consent of the individual) and evaluation and reporting purposes. With consent of the individual, photographs may be used in National Gallery promotional material, including on the Gallery's internet site.

Retention and Disposal Standards:

Under development



RDA Number:

Under development

Related Record Number:

NGC 21-05

TBS Registration:

20100328

Bank Number:

NGC PPU 004

Idea Management Class of Record**Description:**

Includes records related to proposal management, conceptual design, benchmarking and other analysis, validation against the strategic plan and effectiveness criteria etc.

Document Types:

Program research, proposals, designs, and benchmarks.

Record Number:

NGC 22-01

Program Development Class of Record**Description:**

Includes records related to establishing learning objectives, staffing and resourcing strategy, content and application development, publication development, design of an evaluation tool, and formative evaluation. Includes: Programs producing thematic didactics and the physical arrangement and presentation of any multi-media elements. Excludes: Exhibition-specific didactic elements and permanent collection wall text.

Document Types:

Program plans, didactic elements, correspondence, staffing plans, program budgets, publication texts, specifications, evaluation plans, and evaluation tools.

Record Number:

NGC 22-02



Program Implementation Class of Record

Description:

Includes records related to the conduct of program activities, such as school visits, adult tours, special needs tours, recorded audio tours (for children and in foreign languages), the conferences, lectures and symposia, self-guided tour leaflets, in-person sessions with artists and experts, panel discussions, workshops, the operation of web-based games and applications, the delivery of online and teacher resources and video interviews, pod-casts, in-depth studies of particular works, etc., all as means of conveying developed ideas to the stakeholder community.

Document Types:

Schedules, attendance lists, accommodation plans, feedback forms, and online logs.

Record Number:

NGC 22-03

Evaluation Class of Record

Description:

Includes records related to the regular assessment of Learning Management Program outcomes.

Document Types:

Formative evaluation forms.

Record Number:

NGC 22-04

Accommodation Program

Through this program, the Gallery ensures secure and accessible facilities for the national collection, visitors and staff.

Building Operations

In the context of the Building Operations sub-program, the Gallery operates its flagship building at Sussex Drive in Ottawa, and manages two leased storage facilities, and the Canada Pavilion in Venice, Italy.

For Building Operations-related Classes of Records, please refer to “Real Property Management Class of Record” under “Internal Services”.



Capital

In the context of the Capital sub-program, the Gallery ensures that building operations are carried out efficiently and that sound investments are made in capital infrastructure, so that facilities are secure and suitable for visitors, staff, volunteers, and contractors, as well as for the preservation and exhibition of the national collection.

NGC-Specific Internal Services

Through the provision of NGC-specific Internal Services, the Gallery ensures sound governance, effective management of resources, and optimization of self-generated revenues in support of programs and initiatives.

Administration

In the context of the Administration sub-program, the Gallery ensures efficient management of resources and effective operations.

Suppliers Class of Record

Description:

Records related to information gathered about suppliers, supporting all internal and operational functions.

Document Type:

Notes, correspondence, contracts, insurance certificates, quotes, proposals, invoices, bid submissions, evaluations and meeting notes.

Record Number:

NGC 14-10

Revenue Generation

In the context of the Public Engagement and Revenue Generation sub-program, the Gallery ensures that a long-range budget shortfall is addressed and the focus on enhancing the visitor engagement and experience as well as revenue generation is sharpened.

Members Class of Record

Description:

Includes records related to information on Gallery members and its analysis to support strategic and operational decision-making. Excludes: formal research leading to realization, refinement or publication of art-related knowledge.

Document Types:



Notes and correspondence.

Record Number:

NGC 14-01

Products Class of Record

Description:

Records related to building on relationships with stakeholders, the delivery and development of a range of Gallery products and services in exchange for revenue. For example, products may include Admissions-General to the Gallery stakeholder community, gift certificates, as well as books, memorabilia and merchandise distributed through the Gallery Boutique.

Document Type:

Notes, correspondence, inventory of products, product assessments, and key statistics in product sales.

Record Number:

NGC 14-04

Stakeholder Relationship Management - Sponsors Class of Record

Description:

Includes records related to Gallery sponsors.

Document Types:

Sponsorship agreements, notes, and correspondence.

Record Number:

NGC 14-09

Stakeholder Relationship Management - Membership Class of Record

Description:

Includes records related to the initiation and stewardship of relationships with members, and the design and delivery of campaigns and events intended to further nurture these relationships.

Document Types:

Correspondence, tax receipts, brochures, event plans and scenarios, membership forms, deposit slips, financial transaction records and membership lists.



Record Number:

NGC 17-01

Stakeholder Relationship Management - Planned and Annual Giving Class of Record**Description:**

Includes records related to the negotiation of agreements leading to both the eventual and annual donation of funds, artworks or other benefits to the Gallery by a stakeholder. Excludes: Actual financial transactions.

Document Types:

Correspondence, event plans, and campaign plans.

Record Number:

NGC 17-02-01, 02; 17-03-01, 02

Endowments Class of Record**Description:**

Records related to negotiation of agreements whereby funds are deposited at arms-length by stakeholders to accounts from which amounts may be withdrawn by the NGC in support of exhibitions and programs. Excludes: Actual financial transactions.

Document Types:

Endowment agreements and correspondence.

Record Number:

NGC 17-09

Foundation Class of Record**Description:**

Records related to soliciting private financial and other support for NGC exhibitions and programs, leading to agreements. Includes: Internal and Foundation needs analysis, stewardship, and monitoring. Excludes: Actual financial transactions.

Document Types:

Donation agreements and correspondence.



Record Number:

NGC 17-10

Sponsorships Class of Record**Description:**

Records related to soliciting private and corporate financial, in-kind and other support for NGC exhibitions and programs, leading to agreements. Includes: Internal and sponsor needs analysis, stewardship, and monitoring. Excludes: Actual financial transactions.

Document Types:

Sponsorship agreements, correspondence, research documents, proposals and sponsorship reports.

Record Number:

NGC 17-11

Donors Class of Record**Description:**

Includes records related to the initiation and stewardship of relationships with donors. Excludes: Actual donations.

Document Types:

Donation agreements, notes, correspondence, exchange lists, and custom declarations.

Record Number:

NGC 14-02, 17-13

Admissions-General Class of Record**Description:**

Records related to the offering of Admissions-General to the Gallery stakeholder community. Includes: Handling of gift certificates. Excludes: Actual financial transactions.

Document Types:

Correspondence, requests and reports on attendance.

Record Number:

NGC 18-01

Admissions-Group Class of Record

Description:

Records related to the delivery of group-based admissions to the Gallery stakeholder community. Includes: Scheduling, logistics etc. Excludes: group reservations and communications; program definitions; actual financial transactions.

Document Types:

Schedules and correspondence.

Record Number:

NGC 18-02

Admissions-Individual Learning Class of Record

Description:

Records related to the delivery of admissions-individual learning (such as summer camps) to the Gallery stakeholder community. Includes: scheduling, logistics etc. Excludes: individual reservations and communications; program definitions; actual financial transactions.

Document Types:

Schedules and correspondence.

Record Number:

NGC 18-03

Audio Guides Class of Record

Description:

Includes records related to the offering of audio guides to the Gallery stakeholder community.

Document Types:

Reports on sales and usage, audio guide scripts, correspondence and audio files.

Record Number:

NGC 18-04



Rentals Class of Record

Description:

Records related to the offering of temporary use of Gallery venues to the Gallery stakeholder community.

Document Types:

Applications, correspondence, inspection reports, photographs, agreements, floor plans, security assessments, scenarios, event logistics and sign off documents. Excludes: Actual financial transactions.

Record Number:

NGC 18-05

Special Events Class of Record

Description:

Records related to the delivery of public events at a Gallery venue that are of mutual benefit to the Gallery and the stakeholder.

Document Types:

Event plans, speeches, applications, correspondence, inspection reports, photographs, agreements, floor plans, security assessments, scenarios, event logistics and sign off documents.

Record Number:

NGC 17-07

Special Events – Organizers, Attendees, and Service Providers Personal Information Bank

Description:

This bank contains information that is related to private and special events that are held at the National Gallery of Canada. Personal information may include name, contact information, and credit card information, and signature. It may also include ethnicity, food restrictions, and medical information such as allergies or disability requirements.

Note: In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the date of event.

Class of Individuals:



Individuals who reserve a room or space at the National Gallery of Canada, attendees of the events (in some cases) and third-party event specialists (e.g. florists, caterers).

Purpose:

Personal information is to administer the Special Events program. Personal information is collected under the authority of the *Museums Act*.

Consistent Uses:

The information may be used or disclosed to the caterers of the events to ensure they address any food restrictions and with the Membership department in order to offer brides and grooms complimentary gift memberships as a wedding gift. Some information may be disclosed to third party event specialists (such as florists) to coordinate event planning.

Retention and Disposal Standards:

Under development.

RDA Number:

Under development.

Related Record Number:

NGC 17-07

TBS Registration:

20100327

Bank Number:

NGC PPU 008

Books, Memorabilia and Merchandise Class of Record

Description:

Records related to the regular operations of the Gallery Boutique, involving the management of its inventory of products, the assessment of new product ideas and of existing product lines, the sourcing of new products, the internal distribution of some products, and the offering of books and memorabilia to the NGC stakeholder community.

Document Types:

Invoices, purchase orders, customer orders, inventory reports and correspondence.

Record Number:

NGC 18-08



Retail Purchases Personal Information Bank

Description:

This bank contains information that is about retail purchases (either in-store, mail order or e-commerce “Shop NGC”) made at the National Gallery of Canada. Personal information may include name, contact information, nature of purchase(s), credit card information, financial information, identification number and signature.

Note: In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the date of purchase, purchase or invoice number and a list of the items purchased.

Class of Individuals:

Individuals who purchase items from the National Gallery of Canada.

Purpose:

Personal information is used to process purchases made either electronically, in-store, or through mail-order and is collected under the authority of the *Museums Act*.

Consistent Uses:

Information may be used to create mailing lists (with consent of the individual). Information may be shared with/described in Standard PIB Accounts Receivable (PSU 932) and for refunds Accounts Payable (PSU 931).

Retention and Disposal Standards:

The RDA Number is currently under development with Library and Archives Canada. However, the National Gallery of Canada intends to retain the records for 7 years after the transaction is completed and the records will be destroyed. Credit card information will be retained until the order is processed and then will be destroyed.

RDA Number:

Under development

Related Record Number:

NGC 18-08

TBS Registration:

20100331

Bank Number:

NGC PPU 001



Passport Class of Record

Description:

Records related to the offering of 'Passports' to the Gallery stakeholder community.

Document Types:

Correspondence and reports on sales and usage.

Record Number:

NGC 18-07

Rights and Reproduction Class of Record

Description:

Records related to the offering of photographic material and other rights, regarding works in the Gallery collection, to the Gallery stakeholder community. Excludes: Actual financial transactions.

Document Types:

Correspondence, licenses, license and compliance reports required by terms of licenses; agreements, and compliance reports required by terms of agreement.

Record Number:

NGC 18-09-01

Image Reproduction Personal Information Bank

Description:

This bank contains information about individuals who purchase photographic material of works in the collection from the National Gallery of Canada. Personal information may include name, contact information, nature of the purchase(s), credit card information, and signature.

Note: In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide details of the purchase such as the date of purchase, purchase or invoice number.

Class of Individuals:

Individuals who purchase photographic material of works in the collection from the National Gallery of Canada.

Purpose:



Personal information is collected under the authority of the *Museums Act* and is used to process purchases.

Consistent Uses:

Information may be shared with/described in institution-specific PIB Ownership of Copyright, NGC PPU 003, and Standard PIBs Accounts Receivable (PSU 932) and Accounts Payable (PSU 931) for refunds.

Retention and Disposal Standards:

Under development

RDA Number:

Under development

Record Number:

NGC 18-09-01

TBS Registration:

20110304

Bank Number:

NGC PPU 011

Subscriptions Class of Record

Description:

Records related to the offering of subscriptions to the Gallery stakeholder community.

Document Types:

Correspondence, brochures and membership forms.

Record Number:

NGC 18-10

Advertising Class of Record

Description:

Records related to the offering of advertising to the Gallery stakeholder community. Excludes: Actual financial transactions.



Document Types:

Correspondence, corporate newsletters, invitations and brochures.

Record Number:

NGC 18-11

Transportation for Library and Archives Class of Record**Description:**

Records relating to: The physical re-location of NGC and other works and/or material, typically performed by Technical Services staff and/or contractors.

Document Types:

Work orders, bills of lading, shipping waybills and incident reports.

Record Number:

NGC 20-07

Internal Services

Internal services constitute groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are management and oversight services, communications services, legal services, human resources management services, financial management services, information management services, information technology services, real property services, materiel services, acquisition services, and travel and other administrative services. Internal services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

ACQUISITION SERVICES

Acquisition services involve activities undertaken to acquire a good or service to fulfill a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- [Procurement and Contracting Class of Record](#)
 - [Professional Services Contracts Personal Information Bank](#)



COMMUNICATION SERVICES

Communications services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well-coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public—internal or external—receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- [Communications Class of Record](#)
 - [Internal Communications Personal Information Bank](#)
 - [Public Communications Personal Information Bank](#)

FINANCIAL MANAGEMENT SERVICES

Financial management services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- [Financial Management Class of Record](#)
 - [Accounts Payable Personal Information Bank](#)
 - [Accounts Receivable Personal Information Bank](#)
 - [Acquisition Cards Personal Information Bank](#)

HUMAN RESOURCES MANAGEMENT SERVICES

Human resources management services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies and plans.

- [Awards \(Pride and Recognition\) Class of Record](#)
 - [Recognition Program Personal Information Bank](#)
- [Classification of Positions Class of Record](#)
 - [Staffing Personal Information Bank](#)
- [Compensation and Benefits Class of Record](#)
 - [Attendance and Leave Personal Information Bank](#)
 - [Pay and Benefits Personal Information Bank](#)



- [Employment Equity and Diversity Class of Record](#)
 - [Employment Equity and Diversity Personal Information Bank](#)
- [Hospitality Class of Record](#)
 - [Hospitality Personal Information Bank](#)
- [Human Resources Planning Class of Record](#)
 - [Human Resources Planning Personal Information Bank](#)
- [Labour Relations Class of Record](#)
 - [Canadian Human Rights Act – Complaints Personal Information Bank](#)
 - [Discipline Personal Information Bank](#)
 - [Grievances Personal Information Bank](#)
 - [Harassment Personal Information Bank](#)
 - [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
 - [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)
- [Occupational Health and Safety Class of Record](#)
 - [Employee Assistance Personal Information Bank](#)
 - [Harassment Personal Information Bank](#)
 - [Occupational Health and Safety Personal Information Bank](#)
 - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)
- [Official Languages Class of Record](#)
 - [Official Languages Personal Information Bank](#)
- [Performance Management Reviews Class of Record](#)
 - [Discipline Personal Information Bank](#)
 - [Employee Performance Management Reviews Personal Information Bank](#)
- [Recruitment and Staffing Class of Record](#)
 - [Applications for Employment Personal Information Bank](#)
 - [Employee Personnel Record Personal Information Bank](#)
 - [Personnel Security Screening Personal Information Bank](#)



- [Staffing Personal Information Bank](#)
- [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)
- [Relocation Class of Record](#)
 - [Relocation Personal Information Bank](#)
- [Training and Development Class of Record](#)
 - [Training and Development Personal Information Bank](#)

INFORMATION MANAGEMENT SERVICES

Information management services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- [Access to Information and Privacy Class of Record](#)
 - [Access to Information Act and Privacy Act Requests Personal Information Bank](#)
- [Information Management Class of Record](#)
 - [Library Services Personal Information Bank](#)

INFORMATION TECHNOLOGY SERVICES

Information technology services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- [Information Technology Class of Record](#)
 - [Electronic Network Monitoring Personal Information Bank](#)

LEGAL SERVICES

Legal services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- [Legal Services Class of Record](#)



MANAGEMENT AND OVERSIGHT SERVICES

Management and oversight services involve activities undertaken for determining strategic direction and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies or plans.

- [Cooperation and Liaison Class of Record](#)
 - [Outreach Activities Personal Information Bank](#)
- [Executive Services Class of Record](#)
 - [Executive Correspondence Personal Information Bank](#)
- [Internal Audit and Evaluation Class of Record](#)
 - [Evaluation Personal Information Bank](#)
 - [Internal Audit Personal Information Bank](#)
- [Planning and Reporting Class of Record](#)

MATERIEL SERVICES

Materiel services involve activities undertaken to ensure that materiel can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- [Materiel Management Class of Record](#)

REAL PROPERTY SERVICES

Real property services involve activities undertaken to ensure that real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- [Real Property Management Class of Record](#)

TRAVEL AND OTHER ADMINISTRATIVE SERVICES

Travel and other administrative services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.



- [Administrative Services Class of Record](#)
 - [Parking Personal Information Bank](#)
- [Boards, Committees and Council Class of Record](#)
 - [Members of Boards, Committees and Councils Personal Information Bank](#)
- [Business Continuity Planning Class of Record](#)
 - [Business Continuity Planning Personal Information Bank](#)
- [Disclosure to Investigative Bodies Class of Record](#)
 - [Disclosure to Investigative Bodies Personal Information Bank](#)
- [Proactive Disclosure Class of Record](#)
 - [Hospitality Personal Information Bank](#)
 - [Travel Personal Information Bank](#)
- [Security Class of Record](#)
 - [Identification Cards and Access Badges Personal Information Bank](#)
 - [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
 - [Personnel Security Screening Personal Information Bank](#)
 - [Security Incidents and Privacy Breaches Personal Information Bank](#)
 - [Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes Personal Information Bank](#)
- [Travel Class of Record](#)
 - [Travel Personal Information Bank](#)

Classes of Personal Information

Some Gallery files summarized in the Classes of Records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about the Gallery collection, programs and services, information and advice given to individuals by Gallery employees about museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the Gallery would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the Gallery.



The retention periods for these classes of personal information are the same as those for the subject files containing the information.

Manuals

- [Acquisitions Policy](#)
- [Code of Conduct](#)
- [Communications Policy](#)
- [Conservation Policy](#)
- [Contracting Policy](#)
- [Education and Public Programs Policy](#)
- [Exhibitions Policy](#)
- [Governance Policy](#)
- [Harassment Prevention Policy](#)
- [Hospitality Policy](#)
- [Information Management Policy](#)
- [Investment Policy](#)
- [Library and Archives Policy](#)
- [Loan Policy](#)
- [Naming Policy](#)
- [Research Policy](#)
- [Risk Management Policy](#)
- [Security Policy](#)
- [Volunteer Policy](#)

Additional Information

The Government of Canada encourages the release of information through requests outside of the ATIP process. You may wish to consult the National Gallery of Canada's [completed Access to Information \(ATI\)](#) summaries for more information.

To make an informal request, contact:



National Gallery of Canada
380 Sussex Drive
P.O. Box 427, Station A
Ottawa, Ontario K1N 9N4
T 613-990-3403
F 613-990-8594
Email: info@gallery.ca

In keeping with the *Directive on Privacy Impact Assessment*, the National Gallery of Canada is responsible for conducting Privacy Impact Assessments (PIAs) to ensure that privacy implications will be appropriately identified, assessed and resolved before a new or substantially modified program or activity involving personal information is implemented. As no such programs or activities have been implemented to date, the Gallery has not yet conducted any PIAs.

Please see the [Introduction](#) to this publication for information on formal access procedures under the provisions of the *Access to Information Act* and the *Privacy Act*. The following outlines how to make a formal ATIP (Access to Information and Privacy) request.

Mail your letter or [Access to Information Request Form](#) (*Access to Information Act*) or [Personal Information Request Form](#) (*Privacy Act*), along with any necessary documents (such as consent or the \$5.00 application fee for a request under the *Access to Information Act*) to the following address:

Access to Information and Privacy Coordinator
National Gallery of Canada
P.O. Box 427, Station A
Ottawa Ontario K1N 9N4

T 613-990-3403
F 613-990-8594
InfoSource@gallery.ca

Please note: Each request made to The National Gallery of Canada under the *Access to Information Act* must be accompanied by an application fee of \$5.00, cheque or money order made payable to The National Gallery of Canada.

Reading Room

In accordance with the *Access to Information Act* and the *Privacy Act*, an area on the premises will be made available should the applicant wish to review materials on site. The address is:

National Gallery of Canada, Library
380 Sussex Drive
Ottawa, Ontario
K1N 9N4



**National Gallery
of Canada**

**Musée des beaux-arts
du Canada**

The Library at the National Gallery is open to the public without charge:

May 1 – September 30: Monday – Friday: 1 pm to 5 pm

October 1 – April 30: Tuesday – Friday: 1 pm to 5 pm

Exceptions

- Closed August 6 – September 3, 2018, and statutory holidays.

Access to the Archives is by appointment only: 613-998-8949.

The Library is open to the public free of charge.

