



NATIONAL
GALLERY
OF CANADA

MUSÉE
DES BEAUX-ARTS
DU CANADA

Annual Report

Privacy Act

April 1, 2021 to March 31, 2022

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Introduction

Purpose of the Privacy Act

The *Privacy Act* protects the privacy of all Canadian citizens and permanent residents regarding personal information held by a federal government institution. It also provides individuals, including those present in Canada who are not permanent residents or citizens, the right of access to their own personal information.

Section 72 of the *Privacy Act* requires that the head of every government institution submit an annual report to Parliament on the administration of the Act during the financial year. This report describes how the National Gallery of Canada (“the Gallery”) administered the *Privacy Act* during the period of April 1, 2021 to March 31, 2022. The Annual Report is prepared and tabled in Parliament in accordance with section 72 of the Act.

NGC Background

The National Gallery of Canada was founded in 1880 by the then-Governor General, the Marquess of Lorne, in concert with the Royal Canadian Academy of Arts. 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 with the *Museums Act* of July 1, 1990, which established the Gallery as a Crown corporation.

NGC Mandate

As per the *Museums Act*, 1990, c. 5, 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.*

Organizational Structure and Delegation Order

The Gallery’s *Access to Information Act* is managed on a part-time basis by a member of the Corporate Secretariat who also holds the position of Board Administrator and serves as the Gallery’s Access to Information and Privacy (ATIP) Coordinator, and to whom the Director and CEO has delegated all the powers, duties, and functions for the administration of the Act. A copy of the signed and dated Delegation Order that was in effect at the end of the reporting period is attached as Appendix 1.

The ATIP Coordinator is assisted in her duties by an external consultant who provides services on a project basis.

The ATIP Coordinator position is responsible for the following activities:

- processing formal requests under the *Access to Information Act* and *Privacy Act* (together “the Acts”), as well as informal requests for information and consultation requests from other government institutions;
- providing ongoing advice and guidance to senior management and Gallery staff on access to information and privacy legislation and related policies, privacy risk management activities, and other related matters;
- monitoring Gallery compliance with the Acts, regulations, and relevant policies and procedures;
- acting on behalf of the Gallery in dealings with the Treasury Board of Canada Secretariat (TBS), the Offices of the Information Commissioner and Privacy Commissioner, as well as other government institutions, regarding the administration of the Act as it relates to the Gallery;
- preparing annual reports to Parliament, in addition to other statutory reports and material that may be required by central agencies;
- coordinating the annual update of *Info Source* and informing TBS of any changes to the Gallery’s Personal Information Banks (PIBs);
- promoting awareness of the Acts, regulations, and relevant procedures throughout the Gallery; and
- participating in government-wide forums for the ATIP community, including TBS community and ATIP Coordinator meetings, as well as ad-hoc working groups and training sessions.

Section 73.1(1) of the *Privacy Act* authorizes a government institution to provide services related to any power, duty or function conferred or imposed on the head of a government institution under the *Privacy Act* to another government institution that is presided over by the same Minister or that is under the responsibility of the same Minister. Such services may be provided only if the government institution enters into a written agreement with the other institution. During the reporting period, the Gallery was not party to any agreement pursuant to section 73.1(1).

Performance 2021-2022

This section includes information about the processing of requests under the *Privacy Act* in 2021-22, and an interpretation of the 2021-22 Statistical Report found at Appendix 2.

Section 1: Requests Received

Number of Requests	2021-22	2020-21	2019-20
Received during the reporting period	0	2	1
Outstanding from previous period	1	0	0
Total (All requests)	1	2	1

The Gallery did not receive any formal request for personal information under the *Privacy Act* during the reporting period, an important decrease in comparison to the two requests received in 2020-21, and another decrease in comparison to the one request received in 2019-20.

The one request outstanding from the previous reporting period did close during the reporting period.

Section 2: Requests Closed During the Reporting Period

Legislated Timelines and Completion Times

Of the Gallery's one outstanding request from the previous reporting period, it closed past the legislated timelines. Accordingly, the Gallery had a 0% compliance rate for requests completed within the allowable timeframe under the *Privacy Act*. This was caused, in-part, by reduced access to physical files stored on-site due to the COVID-19-related impact restrictions.

The completion time for the request was between 121 to 180 days.

Extensions

Section 15 of the *Privacy Act* provides for the extension of the statutory time limits if processing the request within the original time limit would unreasonably interfere with the operations of the institution or if consultations are necessary.

No extension was taken during the reporting period.

Disposition of Requests and Exemptions

The one request completed by the Gallery was “disclosed in part” (i.e. some personal information was withheld from disclosure). As such, 100% of requests completed was disclosed in part, and no requests were “all disclosed” (i.e. a request for which no personal information was withheld from disclosure). The Gallery invoked two exemptions to withhold personal information (i.e. personal information about individuals other than the requester and solicitor-client privilege).

Exemptions invoked	2021-22	2020-21	2019-20
Section 27	1	1	0
Section 26	1	1	1
Total exemptions invoked	2	2	0

Exclusions

As was the case in the last three reporting periods, no exclusions were invoked during the reporting period.

Relevant Pages Processed and Disclosed

For the one completed request, 698 pages were processed, and 698 pages were disclosed in full and/or in part. Of note, the number of pages processed as reported in the Statistical Report does not include pages that required review for relevancy, scope, or duplicates, and does not consider work conducted on active requests. Accordingly, the number of pages reviewed by the ATIP Office was significantly higher than what is captured in the Statistical Report.

COVID-19 Related Impacts

During the reporting period, COVID-19 had minimal impact on access to information operations. As reported in the Supplemental Statistical Report in Appendix 2, the Gallery maintained either partial or full capacity to process records in different formats and levels of security.

The Gallery had the ability to receive and process requests through email for the entire reporting period but experienced short delays due to reduced access to physical files stored on-site.

Section 3: Requests for Correction of Personal Information and Notations

As was the case for the last three reporting periods, there were no requests for correction of personal information and/or notations in 2021-22.

Section 4: Consultations Received from Other Institutions and Organizations

There were no requests for consultations from other government institutions and/or organizations during the reporting period. This has been the case for the last three reporting periods.

Section 5: Completion Time of Consultations on Cabinet Confidences

There were no consultations on Cabinet confidences. This has been the case for the last three reporting periods.

Section 6: Complaints, Audits, and Investigations

No complaints relating to the Gallery were filed with the Office of the Privacy Commissioner during the reporting period, and no audits or investigations were initiated or concluded.

Section 7: Resources

Costs

For 2021-22, the cost directly associated with the administration of the *Privacy Act* was estimated at \$17,698 for salaries, professional services contracts, and other administrative expenses. This represents a significant 78.6% decrease from the \$82,666 reported in 2020-21, and an even more significant decrease of 79.5% over the \$86,496 reported in 2019-20.

Human Resources

For the reporting period, the number of full-time equivalents (FTE) dedicated to the administration of the *Privacy Act* was estimated at 0.261, a significant decrease of 48.2% compared to the 0.504 FTE reported for 2020-21, and a less significant decrease of 51.7% over the 0.54 FTE reported for 2019-20.

The 0.261 FTE for 2021-22 consisted of 0.117 for full-time employees and 0.144 for consultants and others.

Training and Awareness

An Access to Information and Privacy review was offered to management-level staff at the NGC. This session was delivered by an external ATIP consultant.

The ATIP Coordinator provided periodic one-on-one advice and guidance as required, to NGC staff and Senior Management on Access to Information.

Policies, Guidelines, Procedures, and Initiatives

No new or revised corporate policies, guidelines or procedures related to the administration of the *Privacy Act* were implemented during the reporting period.

The ATIP Office continued to provide ad hoc support and risk management advice to internal stakeholders in relation to a variety of initiatives involving personal information.

As there were no new collection(s) or new consistent use(s) of Social Insurance Numbers during the reporting period, the Gallery did not implement any policies, guidelines, or procedures to that effect.

Summary of Key Issues and Actions Taken on Complaints or Audits

No complaints were received, and no audits or investigations were concluded during the reporting period.

Monitoring Compliance

Requests are regularly monitored through a tracking log, which records detailed information concerning the timeline of each request. As no requests or very few requests are received each year, the monitoring of time to process information requests is a straightforward exercise.

Material Privacy Breaches

No material privacy breaches occurred during the reporting period. Accordingly, no material privacy breaches were reported to the Office of the Privacy Commissioner and TBS.

Privacy Impact Assessments

The Privacy Impact Assessment (PIA) regarding the replacement of Gallery legacy systems was completed, and the report, which was still under review by stakeholders at the end of the reporting period, will be submitted to the Office of the Privacy Commissioner of Canada and the Treasury Board of Canada Secretariat during fiscal year 2022-2023.

Public Interest Disclosures

Section 8(2)(m) of the *Privacy Act* allows the head of the institution to exercise the discretion to disclose personal information, without the consent of the individual, if such disclosure is deemed to be in the public interest further to careful review of relevant factors.

During the reporting period, no disclosures of personal information were made pursuant to section 8(2)(m) of the *Privacy Act*.

Appendix 1 – Delegation Order on the *Privacy Act*

Appendix 2 – Statistical Report on the *Privacy Act* and Supplemental Statistical Report

The Director of the National Gallery of Canada, as designated head of the institution by virtue of Order-in-Council and pursuant to section 73 of the *Privacy Act* (the *Act*) hereby designates the persons holding the positions set out herein or the persons occupying those positions on an acting basis, to exercise the powers, duties or functions of the Director as the head of a government institution, under the section or sections of the *Act* set out hereunder opposite each position.

Position	<i>Privacy Act</i>	
Access to Information and Privacy Coordinator	8(2)(j)	Disclose personal information for research purposes
Access to Information and Privacy Coordinator	8(2)(m)	Disclose personal information in the public interest or in the interest of the individual
Access to Information and Privacy Coordinator	8(4)	Retain copy of 8(2)(e) requests and disclosed records
Access to Information and Privacy Coordinator	8(5)	Notify Privacy Commissioner of 8(2)(m) disclosures
Access to Information and Privacy Coordinator	9(1)	Retain record of use
Access to Information and Privacy Coordinator	9(4)	Notify Privacy Commissioner of consistent use and amend index
Access to Information and Privacy Coordinator	10	Include personal information in personal information banks
Access to Information and Privacy Coordinator	14	Respond to request for access within 30 days; give access or give notice
Access to Information and Privacy Coordinator	15	Extend time limit for responding to request for access
Access to Information and Privacy Coordinator	17(2)(b)	Decide whether to translate requested information
Access to Information and Privacy Coordinator	17(3)(b)	Alternative format
Access to Information and Privacy Coordinator	18(2)	May refuse to disclose information contained in an exempt bank

Position	<i>Privacy Act</i>	
Access to Information and Privacy Coordinator	19(1)	Shall refuse to disclose information obtained in confidence from another government
Access to Information and Privacy Coordinator	19(2)	May disclose any information referred to in 19(1) if the other government consents to the disclosure or makes the information public
Access to Information and Privacy Coordinator	20	May refuse to disclose information injurious to the conduct of federal-provincial affairs
Access to Information and Privacy Coordinator	21	May refuse to disclose information injurious to international affairs or defence
Access to Information and Privacy Coordinator	22	May refuse to disclose information prepared by an investigative body, information injurious to the enforcement of a law, or information injurious to the security of penal institutions
Access to Information and Privacy Coordinator	22.3	Shall refuse to disclose personal information that was created for the purpose of making a disclosure under the <i>Public Servants Disclosure Protection Act</i> or in the course of an investigation into a disclosure under that Act.
Access to Information and Privacy Coordinator	23	May refuse to disclose information prepared by an investigative body for security clearances
Access to Information and Privacy Coordinator	24	May refuse to disclose information collected by the Canadian Penitentiary Service, the National Parole Service or the National Parole Board while individual was under sentence if conditions in section are met
Access to Information and Privacy Coordinator	25	May refuse to disclose information which could threaten the safety of individuals
Access to Information and Privacy Coordinator	26	May refuse to disclose information about another individual, and shall refuse to disclose such information where disclosure is prohibited under Section 8
Access to Information and Privacy Coordinator	27	May refuse to disclose information subject to solicitor-client privilege
Access to Information and Privacy Coordinator	27.1	May refuse to disclose any personal information requested under subsection 12(1) that is subject to the privilege set out in section 16.1 of the Patent Act or section 51.13 of the Trade-marks Act .

Position	<i>Privacy Act</i>	
Access to Information and Privacy Coordinator	28	May refuse to disclose information relating to the individual's physical or mental health where disclosure is contrary to the best interests of the individual
Access to Information and Privacy Coordinator	33(2)	Right to make representations to the Privacy Commissioner during an investigation
Access to Information and Privacy Coordinator	35(1)	Receive Privacy Commissioner's report of findings of the investigation and give notice of action taken
Access to Information and Privacy Coordinator	35(4)	Give complainant access to information after 35(1)(b) notice
Access to Information and Privacy Coordinator	36(3)	Receive Privacy Commissioner's report of findings of investigation of exempt bank
Access to Information and Privacy Coordinator	37(3)	Receive report of Privacy Commissioner's findings after compliance investigation
Access to Information and Privacy Coordinator	51(2)(b)	Request that Section 51 hearing be held in the National Capital Region
Access to Information and Privacy Coordinator	51(3)	Request and be given right to make representations in Section 51 hearings
Access to Information and Privacy Coordinator	72(1)	Prepare annual report to Parliament

Position	<i>Privacy Regulations</i>	
Access to Information and Privacy Coordinator	7	Retention of personal information requested under paragraph 8(2)(e)

Position	<i>Privacy Regulations</i>	
Access to Information and Privacy Coordinator	9	Reasonable facilities and time provided to examine personal information
Access to Information and Privacy Coordinator	11(2)	Notification that correction to personal information has been made
Access to Information and Privacy Coordinator	11(4)	Notification that correction to personal information has been refused
Access to Information and Privacy Coordinator	13(1)	Disclosure of personal information relating to physical or mental health may be made to qualified medical practitioner or psychologist for an opinion on whether to release information to requestor
Access to Information and Privacy Coordinator	14	Disclosure of personal information relating to physical or mental health may be made to requestor in presence of qualified medical practitioner or psychologist

Dated at Ottawa on ____ May 2____, 2022



Sasha Suda, PhD
Director and CEO, National Gallery of Canada



Statistical Report on the *Privacy Act*

Name of institution: The National Gallery of Canada

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

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		1
Closed during reporting period		1
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

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

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	1	0	0	1
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	1	0	0	1

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0

19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	1
19(1)(f)	0	22.1	0	27	1
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	1	0	0	0	0

3.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
698	660	1

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

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

Disposition	Number of Requests		Pages Processed		Number of Requests		Pages Processed		Number of Requests		Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	1	698	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	1	698	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0

Total	0	0	0	0	0	0
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3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0

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

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

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

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations / Workload	External Consultation	Internal Consultation	Other
1	0	0	0	1

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

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0

61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	1	1

3.8 Requests for translation

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

Section 4: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

Section 5: 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 6: Extensions

6.1 Reasons for extensions

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

6.2 Length of extensions

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

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0

Carried over beyond negotiated timelines	0	0	0	0
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7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

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

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

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

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

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

8.2 Requests with Privy Council Office

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

Section 9: Complaints and Investigations Notices Received

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

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	9	0	0	0
Central	44	0	0	0
Total	53	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

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

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	0
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures	Amount
Salaries	\$8,733
Overtime	\$0
Goods and Services	\$8,965
• Professional services contracts	\$8,965
• Other	\$0
Total	\$17,698

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.117
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.144
Students	0.000
Total	0.261

Note: Enter values to three decimal places.

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

Name of institution: The National Gallery of Canada

Reporting period: 2021-04-01 to 2022-03-31

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

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

	Number of Weeks
Able to receive requests by mail	50
Able to receive requests by email	52
Able to receive requests through the digital request service	0

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

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

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	15	17	20	52
Protected B Paper Records	15	17	20	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	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	52	0	0	52



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

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

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

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

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0

Received in 2015-2016 or earlier	0
Total	0

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

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

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

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	0

Section 5: Social Insurance Number (SIN)

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