Report on the Administration of the *Privacy Act*

2025-2026 Annual Report



ROYAL CANADIAN MINT

PRIVACY ACT

2025-2026 ANNUAL REPORT TO PARLIAMENT

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I. INTRODUCTION

The purpose of the *Privacy Act* (the "*Act*") is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information. The *Act* also puts forward the provisions for the collection, use, disclosure, and retention of personal information by government institutions. The protection and promotion of Canadians' privacy rights and the safeguarding of personal information is a priority for, and taken seriously by, the Royal Canadian Mint (the "Mint").

As a federal Crown corporation, the Mint is subject to the *Act*. This Annual Report provides an account of the Mint's administration of the *Act* during the period of April 1, 2025 to March 31, 2026. The Mint is also reporting on behalf of its wholly owned subsidiary, RCMH-MRCF Inc. (refer to B. below). The report therefore accounts for RCMH-MRCF Inc.'s administration of the *Act* for the reporting period.

The Annual Report is prepared and tabled in Parliament in accordance with section 72 of the *Act*.

A. ROYAL CANADIAN MINT

The Mint, originally a branch of Britain's Royal Mint, struck the Dominion's first domestically produced coin in 1908, and became a wholly Canadian institution in 1931. A fully commercial Crown corporation since 1969, the Mint operates for profit and its scope of activities extends throughout the world. It is classified as a Schedule III-II Corporation under the *Financial Administration Act*, the category reserved for organizations that conduct commercial operations and are self-sufficient. The Mint reports to Parliament through the Minister of Finance.

Subsection 3(2) of the *Royal Canadian Mint Act* establishes the mandate of the Mint *"to mint coins in anticipation of profit and to carry out other related activities."* The Mint produces and arranges for the production and supply of coins of the currency of Canada. It also produces circulation and non-circulation coins for foreign countries, produces and markets bullion coins, operates gold and silver refineries, and conducts coin-related manufacturing and commercial activities that generate profit.

The Mint markets its goods and services throughout Canada and in many countries around the world. Its continued success and vitality as a corporation depend upon its ability to respond quickly to market demands and compete and position itself in international and domestic markets. As a profit-making Crown corporation, the Mint operates like a business while serving a public policy purpose, which is the production and distribution of Canadian circulation coins.

B. RCMH-MRCF INC.

As part of its business development initiative, the Mint set up a wholly owned subsidiary, RCMH-MRCF Inc., which was incorporated under the *Canada Business Corporations Act* in June 2002. This holding company was formed to help the Mint improve efficiency, manage the cost of products, and increase profitability.

RCMH-MRCF Inc. has been operationally inactive since December 31, 2008 and does not employ staff. Its officers and directors are employees of the Mint. As a wholly-owned subsidiary, RCMH-MRCF Inc. is subject to the *Act*.

II. ORGANIZATIONAL STRUCTURE

The access to information and privacy (ATIP) function is part of the Corporate Affairs Section within the Corporate and Legal Affairs Division of the Mint. The Senior Director, Regulatory and Corporate Affairs, who is also the designated ATIP Coordinator, oversees the implementation of the *Access to Information Act* and the *Act* and ensures compliance with the legislation within the Mint and its wholly owned subsidiary, RCMH-MRCF Inc. An operational team (ATIP Office) and privacy program team (Privacy Office) report to the Senior Director and carry out key responsibilities in support of the Mint's ATIP compliance obligations.

The ATIP Office is comprised of an ATIP Manager and ATIP Analyst, dedicated to the management of operational activities related to requests under both the *Access to Information Act* and the *Act*. The ATIP Coordinator held duties pertaining to files other than ATIP and, accordingly, a portion of the Coordinator's time dedicated to the *Act.*

The Senior Program Manager, Privacy has responsibility for the day-to-day management of the Mint's Privacy Office and corporate privacy program. The incumbent fosters a culture of privacy by leading and supporting the horizontal coordination and integration of privacy requirements and best practices in organizational activities, initiatives and decisions, developing and promoting user-friendly tools and resources, and delivering employee training and building awareness. The Privacy Office provides subject matter expertise and professional advisory services on all aspects of privacy compliance and privacy-related queries and issues for the organization, including Privacy Impact Assessments (PIAs), privacy by design guidance and privacy breach management.

During the reporting period, the ATIP Manager and Senior Program Manager, Privacy positions were vacant; however, the functions were maintained through contingent labour and consulting resources, consisting of four part-time consultants, to ensure business continuity. The positions are expected to be filled in the 2026–27 reporting period.

The Mint was not party to any service agreements under section 73.1 of the *Act*.

III. DELEGATION ORDERS

As head of the institution, the President & CEO of the Mint has overall accountability under the *Act*. To assist in the discharge of the President & CEO's responsibilities, select powers, duties, and functions have been formally delegated to certain positions per the organizations' respective Delegation Orders (see Attachments 1 and 2).

IV. PERFORMANCE 2025-2026

Treasury Board of Canada Secretariat (TBS) requires the preparation of a Statistical Report, presenting data on the processing of requests for personal information under the *Act* by the Mint as well as other privacy policy and compliance activities in 2025-26. The completed Statistical Report was submitted to TBS in June 2026 as required. This section provides a narrative summary and interpretation of that data and, where possible, a three-year trend analysis is provided. There is no statistical information to report for RCMH-MRCF Inc. The Mint also processes informal privacy requests from employees and customers as requested and as appropriate.

In 2025–26, the Mint's compliance rate increased from 77.7% to 80% compared to the previous reporting period.

The following table presents an overview of the key data for the Mint (subsequent charts below provide more information).

Figure 1: Privacy Act - Overview of Key Data

	2025-26	2024-25	2023-24
Formal requests received under the *Privacy Act*	3	11	6
Requests outstanding from previous reporting period	2	0	0
Requests completed during the reporting period	5	9	6
Requests completed within 30 calendar days	2	7	5
Requests completed within 31-60 calendar days	2	0	1
Requests completed within 61 or more calendar days	1	2	0
Number of requests completed within legislated timeframes	4	7	5
Number of requests completed beyond legislated timeframes	1	2	1
Public interest disclosures	0	0	0
New Complaints to the Office of the Privacy Commissioner	0	0	0
Material privacy breaches	0	0	0

A. ROYAL CANADIAN MINT

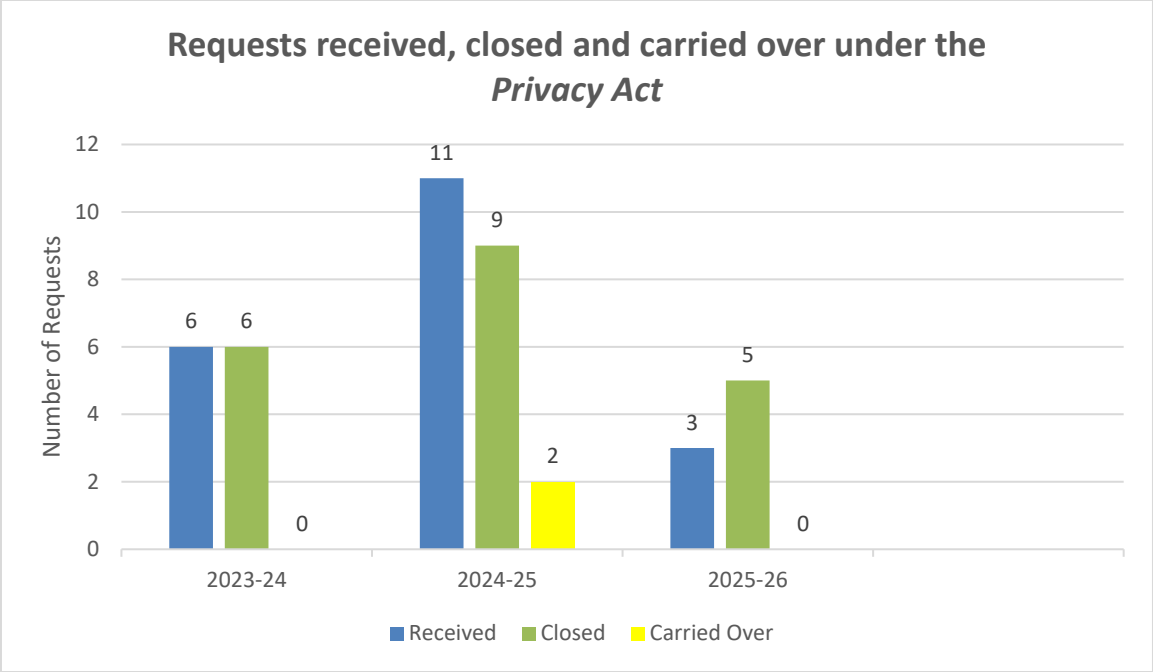
During the 2025-26 reporting period, the Mint processed a total of five formal requests, two of which were outstanding from the previous reporting period. All five requests were closed during the reporting period.

Four of the five completed requests were responded to within the legislated timeframe (i.e. 80%), compared to 7 in 2024-25 (i.e.77.77%) and 5 in 2023-24 (i.e. 83%).

The receipt of 3 formal requests under the *Act* in the reporting period represents a significant decrease from the 11 requests received in 2024-25, and a decrease from 6 in 2023-24.

The following chart illustrates yearly trends in requests received, closed, and carried over:

Figure 2: Requests received, closed, and carried over



Disposition of Closed Requests

Of the five requests closed during this reporting period, two were disclosed in part (i.e. some information was exempt from disclosure). For the other three requests, one was all disclosed, one was abandoned and one had no responsive records.. Accordingly, 40% of requests were "disclosed in part".

Extensions

Of the five requests closed during the reporting period, two requests incurred a time extension of 15 days or less, and one request incurred a time extension of 30 days. The 30-day extension was taken pursuant to section 15(a)(i) of the *Act* due to interference to operations. The remaining time extensions were taken pursuant to section 15(a)(i) of the Act due to interference with operations, and section 15(a)(ii) for internal consultations, respectively.

Exemptions and Exclusions Used

For the two "disclosed in part" requests, the Mint invoked section 26 (personal information about another individual).

No requests were subject to any exclusions.

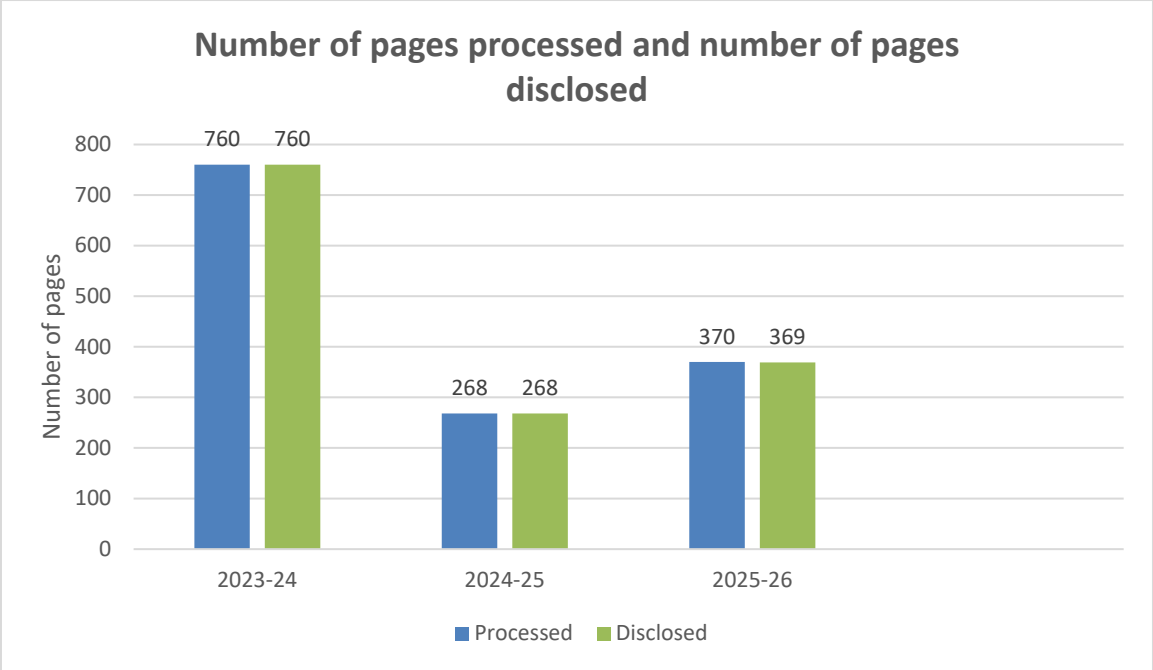
Size and Complexity

For the five requests closed in the reporting period, the Mint processed 370 pages, a slight increase from the 2024-25 reporting period (268 pages), and a significant decrease from 2023-24 (760 pages). It should be noted that the number of pages processed does not include the number of pages that were examined to determine relevancy and identify duplicates, which is much greater, and does not reflect the complexity of review with certain requests.

No minutes for audio or video footage were processed during the reporting period.

The following chart illustrates trends in request page volume:

Figure 3: Number of pages processed and disclosed



Correction of Personal Information

No request for correction of personal information was received during the current and previous two reporting periods

Consultations from Other Institutions

No consultation from another government institution or organization was received during the current and previous two reporting periods.

Consultations on Cabinet Confidences

No consultation was carried out with the Privy Council Office on section 70 (Cabinet confidences) of the *Act* during the current and previous two reporting periods.

Complaints

There were no outstanding complaints from the previous reporting period and no complaints were received. As such, there were no active complaints as of the last day of the reporting period.

B. RCMH-MRCF INC.

During the current and previous two reporting periods, the Mint's subsidiary RCMH-MRCF Inc. did not receive any informal or formal requests, requests for consultation from other government institutions or organizations, or complaints.

C. RESOURCES RELATED TO THE PRIVACY ACT

The cost of administering the Mint's privacy program for this reporting period is estimated at $278,421, which included employee salaries and the cost for four consultants to assist with request processing and ad hoc privacy policy matters, including PIA reviews. This expenditure represents a minor decrease of 3.85% from last reporting period. Costs do not include the resources required by other areas of the Corporation to search for responsive records and provide recommendations concerning disclosure or non-disclosure of the information.

In terms of resources, the number of person years dedicated to privacy activities was 1.195.

V. TRAINING AND AWARENESS

In this reporting period, 164 employees were trained on privacy matters.

The Mint continued to provide its mandatory corporate-wide privacy awareness and training e-module. Because the training is a rolling requirement applicable to new employees as they are hired at the Mint, tracking completion is an ongoing effort and gap reports are periodically provided to the Privacy Office by the Learning and Development team such that the appropriate follow-up with employees and their people leaders can occur.

This training offering fulfills a key compliance requirement under Appendix B of the *Directive on Personal Information Requests and Correction of Personal Information*, which requires employees to be made aware of policies, procedures and legal responsibilities under the *Act*. Furthermore, it supports the Mint's privacy policy, which states that employees in all positions and levels shall participate in training that is current and relevant to their specific positions, duties and level of responsibility. The course is integrated into the Mint's onboarding process for new employees, and its plain language and user-friendly design does not presume any previous privacy training by participants.

Training on privacy matters also occurs throughout the year on an as-needed basis via meetings and briefings with employees in different functional areas working on projects and initiatives that have privacy compliance components, requests for personal information, as well as in response to areas facing new issues and questions in the protection of personal information. For example, in the fall of 2026, the Privacy Office provided role-based privacy awareness training to members of the Mint's Corporate Security team.

Communication and awareness on privacy matters also occurs via the Mint's internal e-publication for staff entitled The Source. For example, in September 2026, and in support of the Mint's broader information management and data governance (IMDG) modernization practices, the Privacy Office developed an article for all staff promoting good record retention practices in support of the Mint's ATIP obligations.

During the reporting period, the ATIP Analyst began pursuing certification through the International Association of Privacy Professionals (IAPP), supporting the ongoing development of specialized privacy expertise within the organization.

VI. POLICIES, GUIDELINES, AND PROCEDURES

No new policies, guidelines, or procedures were developed during the reporting period, and there were no new collection(s) or new consistent use(s) of the Social Insurance Number.

Regarding the Mint's contracting processes, the Mint's contracts with our vendors clearly specify that, as a federal Crown corporation, the Mint is subject to the *Privacy Act*. Relevant procurement contract templates of the Mint, such as the Master Services Agreement and Purchase Orders, require vendors to vendors to promptly support the Mint with meeting its obligations under the *Privacy Act*, including with the fulfillment of any requests for access to an individual's personal information.

The Mint's Privacy Office is regularly consulted as part of an established process via Procurement and Legal Services with respect to the review of new or renewed third party contracts where personal information is involved. Any risks with respect to the protection of personal information or the Mint's ability for legislative and/or policy compliance are documented and presented to business owners and/or the Director of Strategic Procurement for decision. Due to the nature of the Mint's business, it uses contracts as the primary form of engagement and has fewer information sharing agreements or arrangements.

VII. INITIATIVES AND PROJECTS TO IMPROVE PRIVACY

Sustainability: During the reporting period, the Mint's privacy obligations continued to be integrated with the important sustainability work being led by the Mint's Impact Office. Environmental Social Governance (ESG) is foundational to the Mint's governance processes and integrated into business performance and accountability. The Mint recognizes privacy as an important accountability element within the corporate governance pillar of ESG and as reflected in its 2025 Impact Report.

Digital Transformation: During the reporting period the Mint continued to implement its long-term strategic vision known as the "One Mint" Strategy; a comprehensive business process transformation, building integrated, simplified and agile processes for collaboration, continuous learning, planning and efficiency. The Mint's Privacy Office is engaged in the following activities under this umbrella:

- IMDG: The Mint's Information and Data Strategy (Strategy) 2023-2026 represents a commitment to ensuring information is valued and an asset that is essential to the achievement of the corporation's mandate. The Strategy supports the Mint's One Mint Strategy by enabling the Mint's business lines, increasing security, compliance, retention, disposition and governance of information (including personal information), and ensuring this information is appropriately accessible to employees. The Privacy Office contributed to the IMDG team's work during the reporting period by providing advice and guidance on privacy compliance, including the transition to SharePoint online.
- D365: During the reporting period, the Mint completed the first phase of the migration of its Enterprise Resource Planning System from the DAX2012 on-premise environment to a secure, cloud D365 environment. The second, final phase of the migration will commence in 2026 and is scheduled to be completed in 2027. The Privacy Office has been and will continue to be engaged throughout the project to support a privacy-by-design approach and

to provide advice and recommendations on issues such as testing, data migration and access management. .

- Artificial Intelligence (AI): During the reporting period the Mint continued to mature the governance of AI use within the organization. As a member of both the Mint's AI Working Group and AI Council, the Privacy Office is involved in this work to highlight the intersection of AI governance and data privacy and ensure the protection of personal information in AI use.

Access Online Management Tool (AOMT): AOMT, which enables institutions to receive and deliver release packages through a secure portal rather than by email, is the primary channel by which the Mint receives requests. As an early adopter of ATIP software, the Mint will continue to support TBS when it is ready to integrate AOMT to the ATIP software solutions.

VIII. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

No complaints were outstanding from the previous reporting period and no new complaints were received. As such, there were no active complaints as of the last day of the reporting period.

IX. MONITORING COMPLIANCE

Request Processing Time

ATIP Office staff meets on a weekly basis for a fulsome discussion of all ATIP-related matters including request-processing time, action items, upcoming deadlines and ongoing monitoring. Informal discussions often occur daily. The ATIP Coordinator provides briefings to the VP, General Counsel and Corporate Secretary on a weekly basis, or as required. The President & CEO receives a monthly report from the ATIP Office, which provides an overview of, and status update for, all ATIP files. The President & CEO receives in-person briefings on an as-needed basis.

X. MATERIAL PRIVACY BREACHES

No material privacy breach occurred in the current and previous two reporting periods (and therefore no need for reporting to the Office of the Privacy Commissioner and to TBS).

XI. PRIVACY IMPACT ASSESSMENTS

In accordance with the TBS *Directive on Privacy Impact Assessment*, the Mint is required to conduct a PIA before proceeding with a new or substantially modified program or activity that involves personal information for administrative use(s). By identifying and assessing risks, PIAs ensure that the Mint's programs and activities are compliant with privacy requirements in accordance with the *Act*, are aligned with best practices for privacy protection, and are subject to the appropriate privacy risk mitigation plans. The Mint's corporate Privacy Policy makes explicit reference to the PIA requirement and assigns responsibility for funding, initiating, completing, and maintaining these risk assessments.

One PIA was closed during the reporting period as follows:

Mentorship Program: In 2023, the Mint's Impact Office and the Talent Management team initiated the development of a Mentorship program aligned to the goals of the Mint's Diversity, Equity, and Inclusion "All In" Action Plan. The Mentorship Program is evidence of the Mint's commitment to acquiring and retaining skills, capabilities and key competencies needed to live its values of pride and passion while achieving its business objectives. The program launched in 2026. Mentors are matched with mentees looking to explore, develop or advance their skills, knowledge and abilities in the context of a trusted and supportive relationship. The one-to-one mentorship focuses on growing confidence, providing skill development opportunities and facilitating connections and opportunities.

Summaries of the Mint's completed PIAs are available at the following link:

https://www.mint.ca/en/privacy-charter/privacy-impact-assessments

XII. PUBLIC INTEREST DISCLOSURES

No disclosure of personal information was made pursuant to paragraph 8(2)(*m*) of the *Act* for both the Mint and its subsidiary RCMH-MRCF Inc. during the current and previous two reporting periods.

Attachment 1

DELEGATION ORDER,
RCM

Privacy Act

Delegation Order – *Privacy Act* and *Privacy Regulations*

Arrêté de délégation en vertu de la *Loi sur la protection des renseignements personnels* et du *Règlement sur la protection des renseignements personnels*

The President and CEO of the Royal Canadian Mint, pursuant to section 73 of the ***Privacy Act****, hereby designates the persons holding the positions set out below, or the persons occupying on an acting basis those positions, to exercise the powers and perform the duties and functions of the President and CEO as the head of the Royal Canadian Mint, under the provisions of the Act and related regulations set out in the schedule opposite each position. This document replaces and repeals all previous delegation orders.

* R.S.C., 1985, c. P-21

En vertu de l'article 73 de la ***Loi sur la protection des renseignements personnels ****, le président de la Monnaie royale canadienne délègue aux titulaires des postes sous mentionnés, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions, les fonctions et les pouvoirs dont il est, en qualité de responsable de la Monnaie royale canadienne, investi par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

* L.R.C. (1985), ch. P-21

Privacy Act
Loi sur la protection des renseignements personnels

Provision **Disposition**	**Description**	**Vice-President, General Counsel and Corporate Secretary** **ATIP Coordinator** **Vice-président, avocat général et secrétaire de la Société** **Coordonnatrice, AIPRP**	**Senior Program Manager, Privacy** **Chef principale de programme, protection des renseignements personnels**	**Manager, Access to Information and Privacy** **Chef, Accès à l'information et protection des renseignements personnels**	**ATIP Analyst** **AIPRP Analyste**
8(2)(j)	Disclosure for research or statistical purposes Communication pour des travaux de recherche ou de statistique	•	•		
8(2)(m)	Disclosure in the public interest or in the interest of the individual Communication dans l'intérêt public ou de l'individu	•	•		
8(4)	Copies of requests under paragraph 8(2)(e) Copies des	•	•		

	demandes faites en vertu de l'alinéa 8(2)e)				
8(5)	Notice of disclosure under paragraph 8(2)(m) Avis de communication en vertu de l'alinéa 8(2)m)	•	•		
9(1)	Record of disclosures Relevé des cas d'usage	•	•		
9(4)	Consistent uses Usages compatibles	•	•		
10	Personal information banks Fichiers de renseignements personnels	•	•		
14(a)	Notice where access requested Notification de l'auteur de la demande	•			
14(b)	Giving access to the record or part thereof Donner communication totale ou partielle du document	•			
15	Extension of time limits Prorogation du délai	•			
16	Where access is refused Refus de communication	•			
17(2)(b)	Language of access Version de la communication	•		•	•
17(3)(b)	Access in an alternative format Communication sur support de substitution	•			
18(2)	Exempt banks – disclosure may be refused Fichiers inconsultables – Autorisation de refuser	•			
19(1)	Personal information obtained in confidence Renseignements personnels obtenus à titre confidentiel	•			
19(2)	Where authorized to disclose Cas où la divulgation est autorisée	•			
20	Federal-provincial affairs Affaires fédéro-provinciales	•			
21	International affairs and defence Affaires internationales et défense	•			
22	Law enforcement and investigations Application de la loi et enquêtes	•			
22.3	*Public Servants Disclosure Protection Act* *Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles*	•			

23	Security clearances Enquêtes de sécurité	•			
24	Individuals sentenced for an offence Individus condamnés pour une infraction	•			
25	Safety of individuals Sécurité des individus	•			
26	Information about another individual Renseignements concernant un autre individu	•			
27	Solicitor-client privilege Secret professionnel des avocats	•			
27.1	Protected information — patents and trade-marks Renseignements protégés : brevets et marques de commerce	•			
28	Medical records Dossiers médicaux	•			
33(2)	Right to make representations Droit de présenter des observations	•	•		
35(4)	Access to be given to complainant Communication accordée au plaignant	•			
51(2)(b),	Special rules for hearings Règles spéciales pour les auditions	•			
72(1)	Annual report to Parliament Rapport annuel au Parlement	•			
Privacy Regulations **Règlement sur la protection des renseignements personnels**					
9	Examination of information Consultation sur place	•			
11(2), 11(4)	Notification concerning corrections Avis concernant les corrections	•			
13(1)	Disclosure of personal information relating to physical or mental health Communication des renseignements personnels concernant l'état physique ou mental	•			
14	Examination in presence of medical practitioner or psychologist	•			

Dated at Ottawa, Canada on February 1, 2026

Daté à Ottawa, Canada, le 1 février 2026

Simon Kamel
Interim President and CEO / Présidente de la Monnaie par intérim

Attachment 2

DELEGATION ORDER,
RCMH-MRCF Inc.

Privacy Act

PRIVACY ACT DELEGATION ORDER

The President of RCMH-MRCF Inc., pursuant to section 73 of the *Privacy Act**, hereby designates the person holding the position of ATIP Coordinator at the Royal Canadian Mint to exercise the powers and perform the duties and functions of the President as the head of a government institution under the Act.

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

ARRÊTÉ SUR LA DÉLÉGATION EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

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

* S.C. 1980-81-82-83, ch. III, ann. I « 73 »

Dated at Ottawa, Canada on June 12 2018

Daté à Ottawa, Canada, le 12 juin 2018

Jennifer Camelon
President, RCMH-MRCF Inc. /
Présidente de MRCH-MRCF Inc.

Simon Kamel
Chairperson of the Board, RCMH-MRCF Inc. /
Président, Conseil d'administration de MRCH-MRCF Inc.