



Report on the Administration of the *Privacy Act*

2022-2023 Annual Report



ROYAL CANADIAN MINT

PRIVACY ACT

2022-2023 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, 2022 to March 31, 2023. The Mint is also reporting on behalf of its wholly owned subsidiary, RCMH-MRCF Inc. (refer to B. below). The report therefore accounts for the 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 refining, 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 function is part of the Corporate Affairs Section within the Corporate and Legal Affairs Division of the Mint. The Director, Regulatory Affairs (Compliance), who is also the designated ATIP Coordinator, oversees the implementation of the *Access to Information Act and Privacy 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 Director and carry out key responsibilities in support of the Mint's access to information and privacy compliance obligations.

For the full reporting period, the ATIP Office was 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 *Privacy Act*. The portion of their time dedicated to the administration of the *Act* is recorded in the attached Statistical Report. The ATIP Coordinator held duties pertaining to files other than ATIP and, accordingly, the portion of the Coordinator's time dedicated to the *Act* is recorded in the Statistical Report.

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, resources were supplemented by the services of two part time consultants who assisted with request processing and privacy policy and compliance matters.

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 and CEO of the Mint has overall accountability for the *Act*. To assist in the discharge of the President and 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). The Delegation Orders pre-date Bill C-58 (June 19, 2019), the passage of which resulted in amendments to the *Act*. During the reporting period, TBS updated its *Policy on Privacy Protection* with the list of powers that can be delegated, in consideration of Bill C-58. The Mint will complete the required updates to its Delegation Orders during the next reporting period in alignment with the *Policy on Privacy Protection*.

IV. PERFORMANCE 2022-2023

The Statistical Report in Attachment 3 presents data on the processing of formal requests for personal information under the *Act* closed by the Mint as well as other privacy policy and compliance activities in 2022-23. This section provides a narrative summary and interpretation of that data. Where possible, a three-year trend analysis is provided. As detailed later in the report, there is no statistical information to report for RCMH-MRCF Inc. (Attachment 4). The Mint also processes informal privacy requests from employees and customers as requested and as appropriate.

With the recruitment of a permanent ATIP Manager and ATIP Analyst in 2021-22, and with consulting support, the Mint completed all of its late requests under both the *Access to Information Act* and the *Privacy Act*.

Leveraging the Government of Canada's contracting vehicle for modern ATIP request processing software, during the reporting period, the Mint initiated procurement steps to acquire one of the two TBS identified software solutions. A contract is expected to be signed and the software implementation should be completed during the next reporting period creating opportunities for efficiency and compliance gains.

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

	2022- 23	2021- 22	2020- 21
Formal requests received under the <i>Privacy Act</i>	1	5	7
Requests outstanding from previous reporting period	1	7	3
Requests completed during the reporting period	1	11	3
Requests completed within 30 calendar days	1	3	1
Requests completed within 31-60 calendar days	0	2	1
Requests completed within 61 or more calendar days	1	6	1
Number of requests completed within legislated timeframes	1	5	0
Number of requests completed beyond legislated timeframes	1	6	3
Public interest disclosures	0	0	0
New Complaints to the Office of the Privacy Commissioner	0	0	0
Material privacy breaches	0	0	0

COVID-19 Impact: There were no COVID-19 workplace measures impacting ATIP operations during the 2022-23 reporting period. As noted in the attached Supplemental Statistical Report, both the Mint and RCMH-MRCF Inc. had full capacity to receive requests through different channels and process paper and electronic records throughout the reporting period.

A. ROYAL CANADIAN MINT

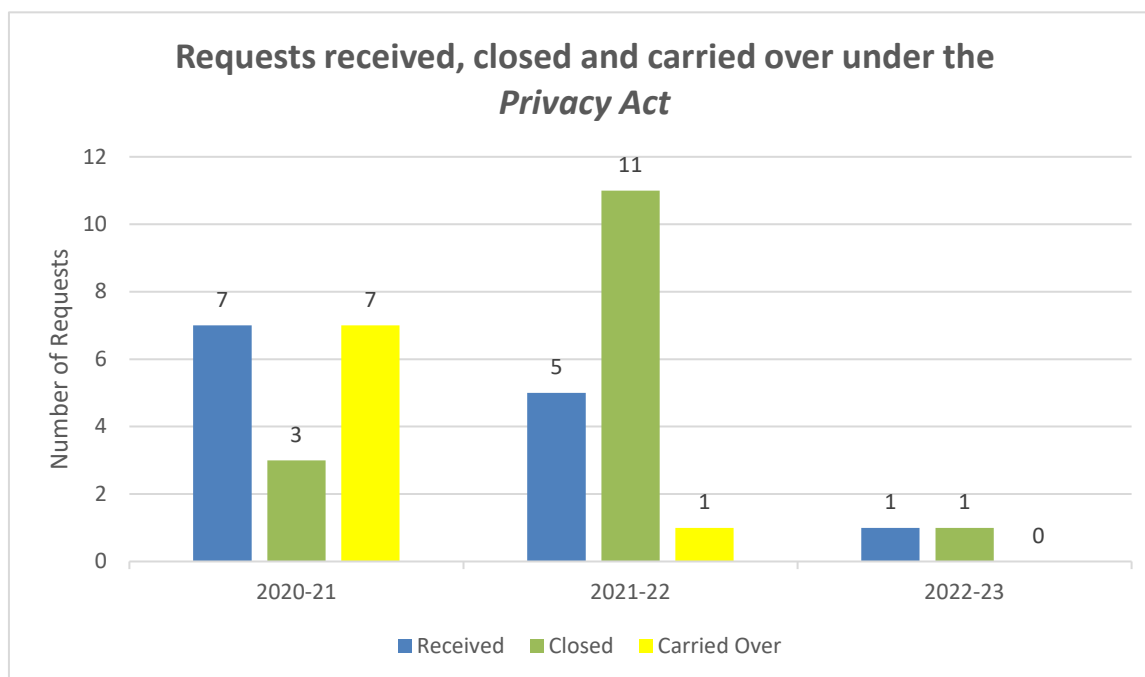
During the 2022-23 reporting period, the Mint processed 2 formal requests, of which one was new and one was carried over from the previous reporting period. Both requests were closed in 2022-23 and, accordingly, there were no active requests as of the last day of the reporting period. Of note, the carryover request was a late file that had been outstanding for more than one reporting period due to complexity and work volume. By completing this request, the ATIP Office eliminated the Mint's request "backlog".

One of the two requests was responded to within the legislated timeframe (i.e. 50%), compared to 5 in 2021-22 (i.e. 45.45%) and none in 2020-21 (i.e. 0%).

The receipt of one formal request under the *Act* in the reporting period represents a decrease from 5 requests received in 2021-22, and 7 in 2020-21.

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 2 requests closed during this reporting period, one was disclosed in part (i.e. some information was exempt from disclosure) and one request abandoned. Accordingly, 50% of requests were "disclosed in part".

Extensions

Of the 2 requests closed during the reporting period, one request incurred a time extension of 30 days. The extension for this request was taken pursuant to section 15(a)(i) of the Act as some documents were difficult to obtain.

Exemptions and Exclusions Used

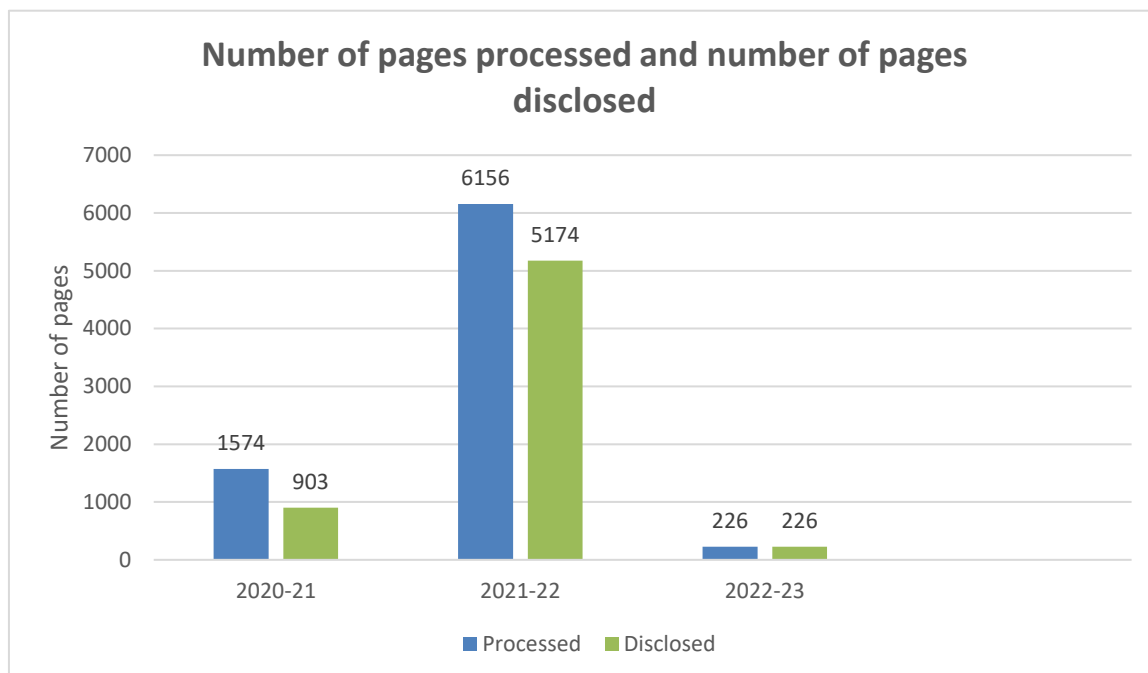
Section 26 (personal information about another individual) was invoked for the one completed request and is a commonly used exemption year over year. No requests were subject to any exclusions.

Size and Complexity

For the one request closed in the reporting period, the Mint processed 226 pages, a significant decrease from the 2021-22 reporting period (6156 pages), and 2020-21 (1574 pages). The significant decrease is due to the completion of high-volume requests in the 2021-22 reporting period and the receipt of only one request this reporting period. It should also 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.

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 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 \$196,478, which includes primarily salaries and costs for two consultants to assist with request processing and ad hoc privacy policy matters. This expenditure represents a slight increase of 6.8% from last reporting period. The cost does 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 1.478, an decrease from last reporting period where the person years dedicated was 1.697.

V. TRAINING AND AWARENESS

In this reporting period, the Mint continued to provide its mandatory corporate-wide privacy awareness and training e-module. A manual effort was required to follow up with employees and managers who had not previously completed the training within originally prescribed timeframes. Because this 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 can occur.

This training offering fulfills a key compliance requirement under section 4.2.1 of the TBS Policy on Privacy Protection, 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.

Additional in-depth training was completed by the Senior Program Manager, Privacy who has functional and delegated responsibility for the administration of the *Act* and Privacy Regulations by way of attendance at the International Association of Privacy Professionals (IAPP) Global Privacy Summit in Washington in April, 2022. The incumbent also regularly participates in TBS-led ATIP community meetings and other information sessions to remain informed as to the latest developments in policy suite updates and other privacy-related topics.

Training on privacy matters also occurs throughout the year via meetings and informal briefings with employees in different functional areas working on projects and initiatives that have privacy compliance components as well as in response to areas facing new issues and questions in the protection of personal information. For example, in the reporting period, the Senior Program Manager Privacy provided an awareness session to Legal Services and Procurement on the October 2022 updates to the TBS privacy policy suite affecting contracts, information sharing agreements and information sharing arrangements.

Communication on privacy matters also occurs via the Mint's internal e-publication for staff entitled *The Source*. In June 2022, the Privacy Office published an article for employees about how to protect their personal information both at work and in their personal lives. Secondly, the Office of the Privacy Commissioner's information session on Privacy Impact Assessments in March of 2023 was promoted within the Mint and was assigned an internal course code with registration available through the Mint's learning management system.

The ATIP Office conducted access to information and privacy request training across the Mint through team-specific and targeted training sessions. Each session addresses the access to information and privacy employee training requirements prescribed by TBS. These sessions also were used to reinforce the compliance requirements outlined in the Mint's mandatory corporate-wide privacy awareness and training e-module.

VI. POLICIES, GUIDELINES, AND PROCEDURES

In the previous reporting period, the Mint undertook development and drafting work on a Directive to be issued under the corporate Privacy Policy: the “Commercial Electronic Messaging and Telemarketing Directive” (“Directive”). It sets a governance framework regarding the Mint’s compliance activities with Canada’s Anti-Spam Legislation (“CASL”) and the Unsolicited Telecommunication Rules (UTR) under the *Telecommunications Act* by outlining the appropriate use and control for the Mint’s use of customer emails and telemarketing activities in line with the expectations of the Canadian Radio-television and Telecommunications Commission (CRTC). The Directive came into effect on October 1, 2022 and between November 2022 to March 2023 Mint employees with sales and marketing responsibilities were trained on CASL and the content of the Directive.

With respect to plans to address privacy breaches, the Mint, since February 2020, has had in effect a Privacy Breach Directive, which enables the organization to be in a state of readiness to respond to all potential or confirmed privacy breaches, regardless of cause, scope or severity, and to ensure that the breach response is consistent, coordinated and timely such that related risks are assessed and mitigated to the extent possible. Clear roles and responsibilities are essential for effective breach management, and as such, the Directive establishes action items for individuals throughout the response phases outlined within the document. In order to align with the fall 2022 updates to the TBS privacy policy suite, preliminary work was undertaken in the reporting period to review the Mint’s Privacy Breach Directive against the new and/or revised TBS requirements. It is expected that the Mint’s updated Directive will be approved in the next reporting period. In order to ensure alignment and consistency, minor administrative updates will also be brought in the next reporting period to the Mint’s corporate privacy policy.

No new collection(s) or new consistent use(s) of Social Insurance Numbers began during the reporting period.

VII. INITIATIVES AND PROJECTS TO IMPROVE PRIVACY

[Information About Programs and Information Holdings \(IPIH\)](#): The Mint maintains a description of its record groupings and personal information holdings, aligned with its business lines and related programs, known as Information about Programs and Information Holdings. This web publication, available on mint.ca, assists individuals to exercise their rights under the *Act* by providing an overview of the information held by the Mint. In the reporting period, the Privacy Office led a fulsome review and renewal of the publication in order to align the content with the changes brought about in 2020 by the One Mint Strategy and the Mint’s long-term vision. The One Mint strategy, approved by the Department of Finance in 2020, realigns the Mint’s previous four distinct business lines under two overarching functions: Circulation and Precious Metals. Underpinning the Mint’s Circulation and Precious Metals business functions are the Mint’s people strategy and environmental, social and corporate governance (ESG) commitments. In order to achieve the desired

updates, the Privacy Office undertook extensive consultations with stakeholders across the corporation, including Operations, Sales, Engineering, Supply Chain Planning, E-Commerce & Marketing, and Legal. The result is a significantly restructured and streamlined publication, improved user friendliness and facilitation of the right of access, and alignment with brand messaging. The 2022 publication also follows the look and feel of the Mint's [new website](#) launched in June 2022.

Related to this last point, when the Mint's new website launched, it included a newly designed and organized [privacy section](#). The improved layout and format are more user-friendly and provide clearer information for website visitors to exercise choice and control with respect to their personal information. Links to, for example, the Mint's website privacy notice, privacy impact assessment summaries and reporting wrongdoing & whistleblowing and the ATIP requests page are featured from the landing page.

Lastly, following from the above reference to ESG, the Privacy Office is integrated with the important sustainability work being led by the Mint's Impact Office. The Mint recognizes privacy as an important accountability element within the corporate governance pillar of ESG as articulated in its [2023 ESG Commitment and Action Plan Minting With Care](#). Foundational work will continue in the next reporting period to incorporate as appropriate the Mint's privacy commitments into the overall ESG approach and story.

ATIP Request Software: In recognition of the importance of the ATIP function, during the reporting period, the Mint Senior Leadership Team identified ATIP request processing software as an important, strategic digital project for 2022/2023. A cross-functional team comprised of ATIP, information technology and procurement subject matter experts were brought together to evaluate which of the Government of Canada endorsed solutions would best suit the Mint's needs. The Mint's commitment to this important initiative was evident through the leading roles the Mint played as Chair and Azure Cloud Chair for the ATIP Early Adopters Working Group initiated by TBS.

Access Online Management Tool (AMOT): During the reporting period, the ATIP Office began to use AMOT, which enables institutions to receive and deliver release packages through a secure portal rather than by email. In support of this useful tool, the Mint ATIP Office has participated in User Acceptance Testing with TBS and provided recommendations on how the tool can be improved.

VIII. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

No complaints were received from, or were concluded with, the OPC within the reporting period.

IX. MONITORING COMPLIANCE

A) Request Processing Time

ATIP Office staff meets on a twice-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.

B) Limiting Inter-institutional Consultations

Based on the nature of the privacy requests received by the Mint during the current and last 2 reporting periods, inter-institutional consultations have not been carried out. Further, and due to the small number of privacy requests received year over year, the ATIP Coordinator would be informed of any intention to consult and decide whether such consultation is necessary for the proper exercise of discretion or when there is an intention to disclose.

C) Assessing Commonly Requested Subject Matter

Due to the small number of privacy requests received year over year, no formal monitoring was needed.

D) Contract Measures

The Mint's Privacy Office is regularly consulted as part of 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 has fewer information sharing agreements and information sharing arrangements than contracts however where these are contemplated or relevant, the Privacy Office ensures a similarly thorough review against the requirements of the TBS Directive on Privacy Practices.

X. MATERIAL PRIVACY BREACHES

No material privacy breach occurred in the current and previous reporting period (and therefore no need for reporting to the Office of the Privacy Commissioner and to Treasury Board of Canada Secretariat (TBS), Privacy and Responsible Data Division).

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.

Below is a list of the PIAs closed within the reporting period:

New Master's Club program PIA: A small-scale PIA undertaken in light of the newly redesigned loyalty program launched in January 2021. It was approved by the CCO on March 29, 2021. This PIA was received by the OPC on July 9, 2021 and was submitted to TBS with a new, accompanying Personal Information Bank (PIB) in August 2022 (lapse in time for TBS submission due to need for alignment with Digital Experience Platform PIA per below and PIB drafting). This PIA is considered closed within the reporting period.

Digital Experience Platform (DEP) PIA: The Mint is in the process of significant business and digital transformation to enhance business capabilities and replace systems that are nearing end of life. As part of this transformation, the Mint replaced the Mint.ca eCommerce platform with a new platform, DEP. The DEP is an early component of the Mint's One Mint vision, a broad strategy that includes significant digital transformation to support its business. While much of the eCommerce functionality remains the same, despite existing on a new platform, some new functionality was introduced, and the new program fundamentally altered several aspects of how personal information is collected, used, stored, and disclosed. The PIA was approved by the Mint's Chief Commercial Officer on December 7, 2021. It was received by the OPC on December 17, 2021 and was submitted to TBS with a new, accompanying PIB in August 2022. This PIA is considered closed within the reporting period.

One PIA was on hold during the reporting period:

Travel & Expense Solution Software PIA: Travel and hospitality expense management forms a critical component of the Mint's business. In order to modernize related business practices, gain efficiencies, and heighten consistency in the Mint's travel and hospitality processes, a third-party cloud-based software was selected for implementation in 2019. A PIA was initiated in the 2020-21 reporting period and appropriately scoped to ensure the Mint would meet its obligations under the *Privacy Act* and related policy instruments, while recognizing it was unlikely for new types of personal information to be collected, used or disclosed in relation to the software. The PIA was

placed on hold in the 2021-22 reporting period further to communicating a summary of identified risks to the business leads and allowing for the Privacy Office to focus on other projects and priorities. In the last quarter of the current reporting period, PIA work resumed with a broader scope, in order to capture general expense processing in the cloud-based software. The PIA is expected to be completed in the 2023-24 reporting period.

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.

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.

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

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

<i>Privacy Act</i> <i>Loi sur la protection des renseignements personnels</i>				
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	Senior Program Manager, Privacy Chef principale de programme, protection des renseignements personnels	ATIP Generalist Généraliste, AIPRP
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	•	•	

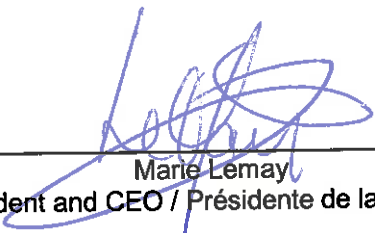
8(4)	Copies of requests under paragraph 8(2)(e) Copies des demandes faites en vertu de l'alinéa 8(2)e)	•	•	
8(5)	Notice of disclosure under paragraph 8(2)(m) Avis de communication en vertu de l'alinéa 8(2)m)	•	•	
9(1)	Record of disclosures Relevé des cas d'usage	•	•	
9(4)	Consistent uses Usages compatibles	•	•	
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	•		•
17(2)(b)	Language of access Version de la communication	•		•
17(3)(b)	Access in an alternative format Communication sur support de substitution	•		•
Exemption Provisions of the Privacy Act Dispositions d'exception de la Loi sur la protection des renseignements personnels				
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator	Senior Program Manager, Privacy Chef principale de programme, protection des renseignements personnels	ATIP Generalist Généraliste, AIPRP
18(2)	Exempt banks Fichiers inconsultables	•		
19	Personal information obtained in confidence Renseignements personnels obtenus à titre confidentiel	•		
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	•		
Other Provisions of the Privacy Act Autres dispositions de la Loi sur la protection des renseignements personnels				
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	Senior Program Manager, Privacy Chef principale de programme, protection des renseignements personnels	ATIP Generalist Généraliste, AIPRP
33(2)	Right to make representations Droit de présenter des observations	•	•	
35(1)(b)	Notice of actions to implement recommendations of Privacy Commissioner Avis des mesures pour la mise en œuvre des recommandations du Commissaire à la protection de la vie privée	•	•	
35(4)	Access to be given to complainant Communication accordée au plaignant	•		
36(3)(b)	Notice of actions to implement recommendations of Privacy Commissioner concerning exempt banks Avis des mesures pour la mise en œuvre des recommandations du Commissaire à la protection de la vie privée au sujet des fichiers inconsultables	•	•	
51(2)(b), 51(3)	Special rules for hearings Règles spéciales pour les auditions	•		
72	Annual report to Parliament Rapport annuel au Parlement	•		

Privacy Regulations Règlement sur la protection des renseignements personnels				
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	Senior Program Manager, Privacy Chef principale de programme, protection des renseignements personnels	ATIP Generalist Généraliste, AIPRP
7	Retention of personal information requested under paragraph 8(2)(e) Conservation des renseignements personnels demandés en vertu de l'alinéa 8(2)e	•	•	
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 June 12 2019

Daté à Ottawa, Canada, le 12 Juin 2019



 Marie Lemay
 President and CEO / Présidente de la Monnaie

Attachment 2

**DELEGATION ORDER,
RCMH-MRCF Inc.**

Privacy Act

PRIVACY ACT DELEGATION ORDER

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

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.

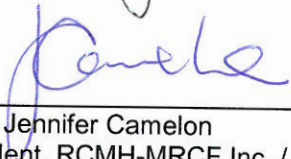
En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels**, le président de RCMH-MRCF Inc. délègue au titulaire du poste de Coordonnatrice, AIPRP à la Monnaie royale canadienne les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par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

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

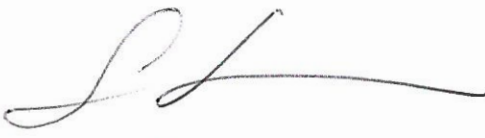
* S.C. 1980-81-82-83, ch. III, ann. I « 73 »

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.

Attachment 3

**STATISTICAL REPORT,
RCM**

Privacy Act



Statistical Report on the *Privacy Act*

Name of institution: Royal Canadian Mint

Reporting period: 4/1/2022 to 3/31/2023

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	1	
Total		2
Closed during reporting period		2
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	1
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	1

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	0	0	1	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	1	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	1	0	0	0	0	1	2

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	0
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
226	226	2

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

Disposition	Less 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 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
Disclosed in part	0	0	1	226	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	1	0	1	226	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

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	1	1
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	1	1

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	1
Percentage of requests closed within legislated timelines (%)	50

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	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	1	1
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

Number of extensions taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	
1	0	0	0	1	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	0	0	1	0	0	0	0
31 days or greater								0
Total	0	0	0	1	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	2
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	2	1	0	0
Central	0	0	0	0
Total	2	1	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	9
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$170,662
Overtime		\$0
Goods and Services		\$25,816
• Professional services contracts	\$25,816	
• Other	\$0	
Total		\$196,478

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.360
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.118
Students	0.000
Total	1.478

Note: Enter values to three decimal places.

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

Name of institution: Royal Canadian Mint

Reporting period: 2022-04-01 to 2023-03-31

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

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	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	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	0	0	52	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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	5	0	5
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	5	0	5

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023	0
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	0
Received in 2014-2015	0
Received in 2013-2014 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023	0
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	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
--	----

Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
--	---

Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

Attachment 4

**STATISTICAL REPORT,
RCMH-MRCF Inc.**

Privacy Act



Statistical Report on the *Privacy Act*

Name of institution: RCMH-MRCF Inc.

Reporting period: 4/1/2022 to 3/31/2023

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		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
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

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	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

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	0	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
0	0	0

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

Disposition	Less 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 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
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

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

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
0	0	0	0	0

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	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

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

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

12.2 Human Resources

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

Note: Enter values to three decimal places.

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

Name of institution: RCMH-MRCF Inc.

Reporting period: 2022-04-01 to 2023-03-31

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

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	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	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	0	0	52	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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023	0
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	0
Received in 2014-2015	0
Received in 2013-2014 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023	0
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	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*