



CANADIAN MUSEUM FOR
HUMAN RIGHTS
MUSÉE CANADIEN POUR LES
DROITS DE LA PERSONNE

Annual Reports on the Administration of the *Privacy Act*

**Canadian Museum for Human Rights
2020-2021**

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1. Introduction

The Canadian Museum for Human Rights (CMHR) is pleased to provide its annual report on the administration of the *Privacy Act* for the fiscal year 2020-2021, as required under section 72 of the Act.

The *Privacy Act* governs the collection, use and disclosure of personal information by government institutions and protects an individual's right to privacy. The CMHR's practices with respect to personal information are governed by its Privacy Policy.

2. Mandate

On February 11, 2008, the Government of Canada introduced legislation in Parliament to create the CMHR. The *Act to Amend the Museums Act* received Royal Assent on March 13, 2008. The legislation came into force on August 10, 2008 and the Government appointed the Museum's first Board of Trustees on August 26, 2008.

The *Museums Act* establishes the mandate for the CMHR as follows:

“to explore the subject of human rights, with special but not exclusive reference to Canada, in order to enhance the public's understanding of human rights, to promote respect for others and to encourage reflection and dialogue.”

The Museum's public policy role is expressed in the preamble of the Act, which states each national museum:

- a) *“plays an essential role, individually and together with other museums and like institutions, in preserving and promoting the heritage of Canada and all its peoples throughout Canada and abroad, and in contributing to the collective memory and sense of identity of all Canadians; and*
- b) *is a source of inspiration, research, learning and entertainment that belongs to all Canadians and provides, in both official languages, a service that is essential to Canadian culture and available to all.”*

3. The ATIP Secretariat

During the reporting period, the ATIP Secretariat was comprised of the ATIP Coordinator who also holds the position of Corporate Secretary, and the ATIP Officer who is also responsible for corporate records and policy at the CMHR.

The ATIP Coordinator is responsible for administering the *Privacy Act* within the CMHR with a mandate to act on behalf of the President and CEO in ensuring compliance with legislation, regulations and government policy and to create directives and standards in all matters relating to the Act.

The ATIP Officer also plays a lead role in the administration of the *Privacy Act* by processing access requests and providing professional advice and training to CMHR staff. This position was vacant for a portion of the reporting year.

4. Institution and Delegation Order

The CMHR is governed by a Board of Trustees consisting of up to eleven members who are appointed by the Minister of Canadian Heritage with the approval of the Governor in Council. The Board is responsible for executing the CMHR's mission and providing strategic direction to and oversight of the activities of the CMHR. The Director is the President and Chief Executive Officer (CEO) of the CMHR and, under the direction of the Board, has control and management of the work and staff of the Museum. The President and CEO of the Museum is appointed, with the approval of the Governor in Council, by the Board of Trustees.

Pursuant to Section 73 of the *Privacy Act*, the Museum has delegated authority to the person holding the position of Access to Information and Privacy (ATIP) Coordinator to exercise or perform all powers, duties and functions of the President and CEO under the Act insofar as they may be exercised or performed in relation to the CMHR. The delegation order is appended.

5. Highlights of the Statistical Report (2019-2020)

The CMHR did not receive or complete any requests under the *Privacy Act* in 2020-2021. As a result, no monitoring of responses was conducted during the reporting period. The statistical report for the period April 1, 2020 to March 31, 2021 is appended. The CMHR reported a minor privacy breach that occurred during the reporting period to the Office of the Privacy Commissioner to demonstrate transparency, however as the occurrence did not constitute a material breach of privacy, no further action was required by the Office of the Privacy Commissioner. The chart below illustrates the number of requests received over the past five years, demonstrating that this year's activity is on par with previous reporting periods and continues a seven-year trend.

As there were no requests received under the *Privacy Act* during the reporting period, there was no trackable impact on the CMHR's ability to fulfill its Privacy Act responsibilities.

Fiscal Year	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
# of Privacy Requests	0	0	0	0	0	0	0

6. Education and Training

No ATIP Information Sessions were delivered to CMHR staff during the reporting period. However, all new staff receive a conceptual introduction to ATIP during the onboarding process through an orientation session. There were many informal conversations throughout the year to education staff on protection of privacy.

7. Policies, Guidelines and Procedures

The CMHR did not implement any new policies, guidelines or procedures during the reporting period.

8. Complaints/Investigations

No complaints were received during the reporting period.

9. Monitoring Compliance

Due to the small number of requests received, the Museum does not actively monitor the length of time it takes to process requests under the *Privacy Act*.

10. Privacy Breaches

No material privacy breaches occurred during the reporting period.

11. Privacy Impacts Assessments (PIA)

No Privacy Impact Assessments were completed during the reporting period.

12. Disclosures under Section 8(2)(m) of the *Privacy Act*

There were no requests during the reporting period.