



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

Annual Report on the Administration of the *Access to Information Act*

**Canadian Museum for Human Rights
2023-2024**

Canadian Museum for Human Rights

Annual Report on the Administration of the *Access to Information Act*

2023-2024

1. Introduction

The Canadian Museum for Human Rights (CMHR) is pleased to provide its annual report on the administration of the *Access to Information Act* (ATIA) for the fiscal year 2023-2024, as required under section 94 of the Act.

The ATIA is based on the following principles:

- government information should be made available to Canadians and permanent residents of Canada;
- exceptions to the right of access should be limited and specific;
- decisions on the disclosure of government information should be reviewed independently of government; and,
- this report will be submitted and tabled to Parliament

2. Institution and 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.”

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 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 Board of Trustees appoints the CEO of the Museum, with the approval of the Governor in Council.

3. ATIP Secretariat

During the reporting period, the Access to Information and Privacy (ATIP) Secretariat was located within the People, Culture and Growth Division and reported to the Vice-President, People, Culture and Growth. The ATIP Secretariat was comprised of the ATIP Coordinator, who also held the position of Director, Organizational Growth and Legal Services as well as the ATIP Officer, who also held the position of Policy and Compliance Specialist.

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

The position of ATIP Officer/Policy and Compliance Specialist was vacant until September 2023. These responsibilities were onboarded to the role of Governance Coordinator from April to August of 2023.

In July 2023, the CMHR undertook a successful public recruitment process to onboard a Policy and Compliance Specialist (ATIP Officer) to oversee all the Parliamentary inquiries and ATIP/Privacy requests. The new ATIP Officer started her position on September 18, 2023. In January 2024, the division expanded again to include a full-time administrative assistant on a 6-month contract.

The ATIP Secretariat does not directly implement the requirements of proactive publication under Part 2 of the Act. This responsibility is overseen by the Director of Finance and is supported by the ATIP Coordinator, as needed. During this reporting period, we began publishing our Travel and Hospitality Expenses reports on the Open Government platform as well as on our website.

The CMHR was not party to any service agreements under s. 96 of the Act during the reporting period.

4. Institution and Delegation Order

Pursuant to Section 95 of the ATIA, the Museum has delegated authority to the following persons for the 2023-2024 fiscal year,

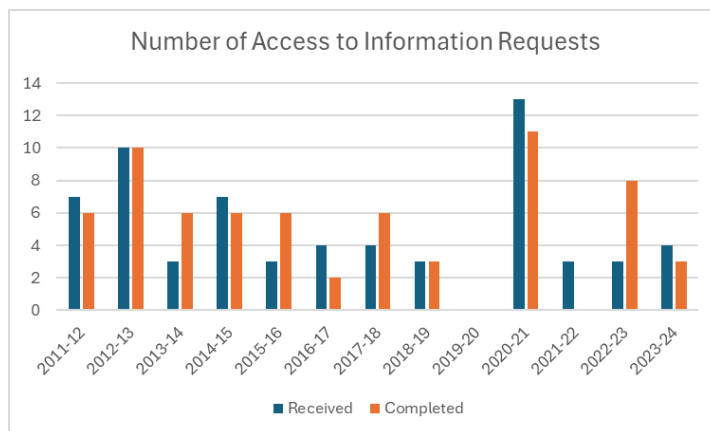
1. Access to Information and Privacy (ATIP) Coordinator
2. Vice-President, People, Culture and Growth

to exercise or perform all powers, duties and functions of the CEO under the Act insofar as they may be exercised or performed in relation to the CMHR. The delegation order for 2023-2024 is appended.

5. Highlights of the Statistical Report (2023-2024)

Requests

The CMHR received four new Access to Information requests during this reporting period. Moreover, we requested two extensions for two different requests. One request was made under section 9 (1) (a) and 9 (1) (c) of *the Access to Information Act* due to the need to go through a large number of records and conduct several third-party consultations. The second request for an extension was made under section 9(1)(b) as third-party consultations were required. The statistical report and the supplemental statistical report for the period April 1, 2023, to March 31, 2024 are appended. The chart below illustrates the number of requests received by the CMHR since 2011-2012.



Three requests were completed in the fiscal year 2023-2024. 66.6% of requests were received and closed within the legislated timeline in the 2023-2024 year. 25% of records were disclosed in part and 50% of documents requested did not exist. There is one outstanding informal request from 2022-2023 that, due to its large volume of information, is still being processed. Two requests were completed within 16-30 days and 1 request was completed within 121-180 days. There are no active complaints at the end of the fiscal year.

Consultations

The CMHR received no consultations during the reporting period.

COVID-19 Related Impacts

The CMHR was able to receive ATIP requests by mail and email for all 52 weeks of the reporting period. This year the COVID-19 pandemic did not significantly impact the ATIP Secretariat's ability to process Access to Information requests.

6. Training and Awareness

As part of a systemic review of ATIP operations undertaken by the ATIP Secretariat in September 2022, a revised formal training program was tested and began institutional role out in 2022-2023. The training consists of two parts, each one and a half hours long, delivered in a synchronous hybrid learning model. Part One focuses on the *Access to Information Act* and Part Two on the *Privacy Act*. The training has multiple supplemental handouts for ease of reference for participants.

We continued our training efforts during this fiscal year and provided ATIP Part 1 (Access to Information Act) and 2 (Privacy Act) training to all our Leadership team. We are building our training capacity to provide ATIP Part 1 (Access to Information Act) and 2 (Privacy Act) to additional staff in key positions on an ongoing basis. In addition, we are working with our recruitment team to include modified aspects of this training as part of our onboarding process for all staff. Our goal is to have a schedule in place for the fiscal year 2024-2025. In addition, we have provided our legal expertise in Privacy, to members of our staff and the executive at the Museum, on an as needed basis.

As we prepared for the official launch of our Respectful Workplace Policy Introductory Course for CMHR Staff (July 2024), the department of People and Culture, in conjunction with the ATIP Secretariat, provided three information sessions regarding the new Respectful Workplace Policy, to members of our staff on leadership roles. The ATIP Officer was present to assist the People and Culture advisor with any additional details regarding the policy and questions related to Privacy and Access to Information matters.

7. Policies, Guidelines and Procedures

As a continuation of the July 2022 implementation of the Directive on Access to Information Requests, this fiscal year we initiated a systematic review of all the current policies, guidelines and procedures at CMHR. As part of this review, we have identified the Information Management Policy as a core policy to be updated along with supporting guidelines and/or procedures. This process is ongoing during the fiscal year 2024-2025.

8. Proactive Publication under Part 2 of the ATIA

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
All Government Institutions as defined in section 3 of the <i>Access to Information Act</i>			
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Yes
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes
Reports tabled in Parliament	84	Within 30 days after tabling	Yes
Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>			
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N/A
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	N/A
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N/A
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	N/A
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	N/A
Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)			
Reclassification of positions	85	Within 30 days after the quarter	N/A
Ministers			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N/A
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N/A
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	N/A
Packages of briefing materials prepared by a government institution for a minister's	74(d)	Within 120 days after appearance	N/A

appearance before a committee of Parliament			
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N/A
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N/A
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N/A
Ministers' Offices Expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	N/A

The CMHR is a government institution listed under Schedule III of the *Financial Administration Act*. The CMHR, through a ministerial directive, is required to proactively publish all travel, hospitality and conferences expenses.

The ATIP Secretariat and the Finance Department at CMHR have had several meetings to consolidate our collaborative approach. As of April 2024, the ATIP Secretariat is now in charge of uploading our Travel and Hospitality reports in the Open Government Portal. For the fiscal year 2023-2024, all proactive disclosures related to travel, hospitality and conferences are published on the CMHR website ([Travel, hospitality and conferences | CMHR \(humanrights.ca\)](#)).

9. Initiatives and Projects to Improve Access to Information

The ATIP Secretariat began a systemic review of the Museum's ATIP processes in September 2022 with the goals of (1) addressing the knowledge gap across the institution on ATIP responsibilities and requirements, (2) ensuring ongoing compliance with the updates to the *Access to Information Act* and (3) examining possibilities to implement ATIP best practices within a smaller institution and a museum context. This process is ongoing into the 2024-2025 year.

Towards the end of the fiscal year 2023-2024, the ATIP Officer started the creation of an Artificial Intelligence Policy for CMHR. After the initial research stage, the ATIP Secretariat worked collaboratively with the Director of Information Services and came up with a draft that is currently being reviewed for approval. This new policy is based on the Artificial Intelligence guidelines that the Government of Canada provides, as well as the *Privacy Act* and the *Access to Information Act*.

10. Complaints/Investigations

The CMHR did not receive any complaints during the reporting period.

11. Monitoring Compliance

As part of the CMHR's ATIP review process, there is an ongoing examination of how the Museum may make available frequently requested types of information by means other than ATIP. This examination continued during this reporting period.

Due to the typically small number of requests received, the Museum did not actively monitor the length of time it took to process access to information requests. This area had been flagged for review as part of the CMHR's wider systemic review of ATIP operations. During this reporting period, we implemented a monitoring system, with the assistance of our ATIP and Privacy consultant. This monitoring system makes sure that we stay on top of our ATIP and Privacy formal and informal requests. We have met all the established timelines, and, in most cases, we were able to complete requests within 90 days.



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ACCESS TO INFORMATION ACT AND PRIVACY ACT DELEGATION ORDER

The Chief Executive Officer of the Canadian Museum for Human Rights, pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the person holding the position set out in the schedule hereto, or the person occupying on an acting basis that position, to exercise the powers, duties and functions of the Chief Executive Officer as the head of the Canadian Museum for Human Rights, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Schedule

Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Access to Information and Privacy Coordinator	Full authority	Full authority
Vice President, People, Culture and Growth	Full authority	Full authority

Dated, at the City of Winnipeg, this July 18, 2024

Chief Executive Officer



Statistical Report on the *Access to Information Act*

Name of institution: Canadian Museum for Human Rights

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Requests Under the *Access to Information Act*

1.1 Number of requests

		Number of Requests
Received during reporting period		4
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		4
Closed during reporting period		3
Carried over to next reporting period		1
• Carried over within legislated timeline	1	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	1
Business (private sector)	2
Organization	0
Public	1
Decline to Identify	0
Total	4

1.3 Channels of requests

Source	Number of Requests
Online	3
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
Total	4

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		2
Closed during reporting period		1
Carried over to next reporting period		1

2.2 Channels of Informal Requests

Source	Number of Requests
Online	0
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
Total	1

2.3 Completion time of Informal Requests

Completion Time							
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	Total
0	0	0	0	1	0	0	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

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
0	0	0	261	0	0	0	0	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	1	0	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	2	0	0	0	0	0	2
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	0	2	0	0	1	0	0	3

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	1	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	1	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defense of Canada S.A.: Subversive Activities

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

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

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
681	663	1

4.5.5 Relevant minutes processed and disclosed for video formats

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

4.5.6 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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	2
Percentage of requests closed within legislated timelines (%)	66.66666667

4.7 Deemed refusals

4.7.1 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

4.7.2 Requests 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	1	1
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	1	1

4.8 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 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference with Operations/ Workload	9 (1)(b) Consultation		9(1)(c)Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	1	0	0	1
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	1	0	0	1

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference with Operations/ Workload	9(1)(b) Consultation		9(1)(c)Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	1	0	0	1
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	1	0	0	1

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	4	\$20.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	4	\$20.00	0	\$0.00	0	\$0.00

Section 7: Consultations Received From Other Institutions and Organizations

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

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

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 Pages
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests
1 to 15	0	0	0	0	0	0	0	0	
16 to 30	0	0	0	0	0	0	0	0	
31 to 60	0	0	0	0	0	0	0	0	
61 to 120	0	0	0	0	0	0	0	0	
121 to 180	0	0	0	0	0	0	0	0	
181 to 365	0	0	0	0	0	0	0	0	
More than 365	0	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	0	

Section 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	
0	0	0	0	

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

Expenditures		Amounts
Salaries		\$58,530
Overtime		\$0
Goods and Services		\$16,020
• Professional services contracts	\$16,020	
• Other	\$0	
Total		\$74,550

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.740
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.05
Students	0.000
Total	0.790

Note: Enter values to three decimal places.

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

Name of institution: Canadian Museum for Human Rights

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Open Requests and Complaints Under the *Access to Information Act*

1.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	1	0	1
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	1	0	1

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. Of Section 1.1 of the 2023-2024 Statistical Report on *Access to Information Act*

1.2 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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 2: Open Requests and Complaints Under the *Privacy Act*

2.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the Privacy Act.

2.2 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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?

No

Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
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Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-2024 Statistical Report on the *Privacy Act*

The logo for the Government of Canada, featuring the word "Canada" in a serif font with a small crown above the letter 'a'.

