

2021-2022 Annual Report on the *Privacy Act*

**For Non-Public Property and
Staff of the Non-Public Funds, Canadian Forces**

Canada

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Access to Information and Privacy Program
Canadian Forces Morale and Welfare Services
1420 Labelle Street
Ottawa, ON, K1A 0K2

Tel.: 613-943-0018
Fax: 613-943-4332

Email: ATIP.AIPRP@cfmws.com
Website: CAFconnexion.ca

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Part I – Introduction

The *Privacy Act* (Revised Statutes of Canada, 1985, Chapter P-21) was proclaimed on July 1, 1983. The Act was amended as a result of the royal assent of Bill C-58 on June 21, 2019.

The *Privacy Act* gives Canadian citizens, permanent residents and individuals present in Canada a right of access to information about themselves held by the government, subject to specific and limited exceptions. The Act also provides individuals the right to a reasonable expectation of privacy, including a basic right to exercise control over the collection, use and disclosure of their personal information.

Section 72 of the *Privacy Act* requires that the head of every federal government institution prepare for submission to Parliament an annual report on the administration of the Act within their institution during each fiscal year.

This annual report provides a summary of the management and administration of the *Privacy Act* within Canadian Forces Morale and Welfare Services (CFMWS) for the fiscal year 2021-2022, for Non-Public Property (NPP), and for the Staff of the Non-Public Funds (NPF), Canadian Forces.

1. Mandate of the Canadian Forces Morale and Welfare Services

1.1 Background

The *National Defence Act* (Sections 2 and 38 – 41) vests Non-Public Property (NPP) with the Chief of the Defence Staff (CDS), Base / Wing Commanders and Unit Commanding Officers to be used for the benefit of serving and former Canadian Armed Forces (CAF) personnel and their families.

The CDS has delegated the Managing Director of NPP with the responsibility for the daily administration of NPP. Under the present administrative structure, the Managing Director of NPP responsibility is borne by the Chief Executive Officer of the Staff of the Non-Public Funds (NPF), Canadian Forces.

The collective NPP activities, including those of the Staff of the NPF, Canadian Forces and those programs and services that NPP provides to the CAF via service level agreements or other arrangements, are managed by the administrative construct known as the Canadian Forces Morale and Welfare Services (CFMWS).

CFMWS currently employs over 4,000 people as “Staff of the Non-Public Funds, Canadian Forces”, a Separate Agency under Schedule V of the *Financial Administration Act* of Canada.

1.2. Responsibilities

CFMWS operates under a social enterprise business model, with the fundamental objective of creating positive value for serving and former CAF personnel and their families. Responsive to the changing needs of the CAF, our programs and services build their self-reliance, resilience and readiness by enhancing their mental, social, physical and financial wellbeing.

Working on behalf of the CDS and under the authority of the Minister of National Defence (MND), CFMWS is a trusted partner in the Defence enterprise, operating under the Non-Public Property framework, expending funds through a unique operating model that creates real value for the CAF Community.

Vision: Improving lives at home and around the world.

- Mentally
- Socially
- Physically
- Financially

Mission: We make our members stronger.

- Healthier People
- Stronger Communities
- Better Canada

CFMWS operates through the following divisions:

- Personnel Support Programs (PSP),
- Military Family Services (MFS) – includes Support Our Troops
- CANEX,
- SISIP Financial,
- Corporate Services,
- Finance,
- Information Services,
- Human Resources, and
- Marketing and Communications.

2. Structure of the Access to Information and Privacy Program

Prior to 2017-2018, access to information and privacy (ATIP) activities related to NPP and the Staff of the NPF, Canadian Forces were managed by DND's ATIP Office. Following the MND's approval of the NPP ATIP designation order in February 2017, and because the Staff of the NPF, Canadian Forces is a Separate Agency, CFMWS established its own ATIP Office, which began to operate in April 2017.

The National Manager Access to Information and Privacy (NM ATIP) administers the provisions of the *Privacy Act* within the CFMWS for NPP and the Staff of the NPF, Canadian Forces.

The NM ATIP reports to the Director Corporate Services who, in turn, reports to the Chief Corporate Secretary. The NM ATIP is responsible for managing all activities related to the CFMWS ATIP Program, in accordance with the NPP ATIP designation order and the provisions of the Act, Regulations, directives, policies and guidelines.

The administration of the Act by the NM ATIP is also facilitated at the division levels of CFMWS. Each division has an ATIP point of contact who coordinates the collection of information and provides guidance to division employees on the application of the Act, as well as related CFMWS policies and procedures.

CFMWS was not a party in any service agreement under section 73.1 of the Act, during the reporting period.

3. Designation order

Under section 3 of the Act, the Minister is designated as the head of the government institution for purposes of the administration of the Act. Pursuant to section 73, the Minister may delegate any of his powers, duties or functions under the Act by signing an order authorizing one or more officers or employees of the institution, who are at the appropriate level, to exercise or perform the powers, duties or functions of the head, specified in the order.

Within CFMWS, the NPP ATIP designation order is based on a centralized process with the NM ATIP having full delegated authority under the Act. Full authority under the Act is also delegated to the Managing Director NPP / CEO, Staff of the NPF, Canadian Forces and the Vice-President Corporate Services (now titled the Chief Corporate Secretary) who are responsible for the ATIP program.

The NPP ATIP designation order signed by the MND is attached at Annex A.

Part II – Performance

Government of Canada institutions have completed statistical reporting forms on the administration of the Act, as prescribed by the Treasury Board of Canada Secretariat (TBS), since 1983. The following provides an overview of key data on CFMWS performance for the fiscal year, as reflected in the 2021-2022 statistical report on the *Privacy Act*, which is attached at Annex B.

1. Requests under the *Privacy Act*

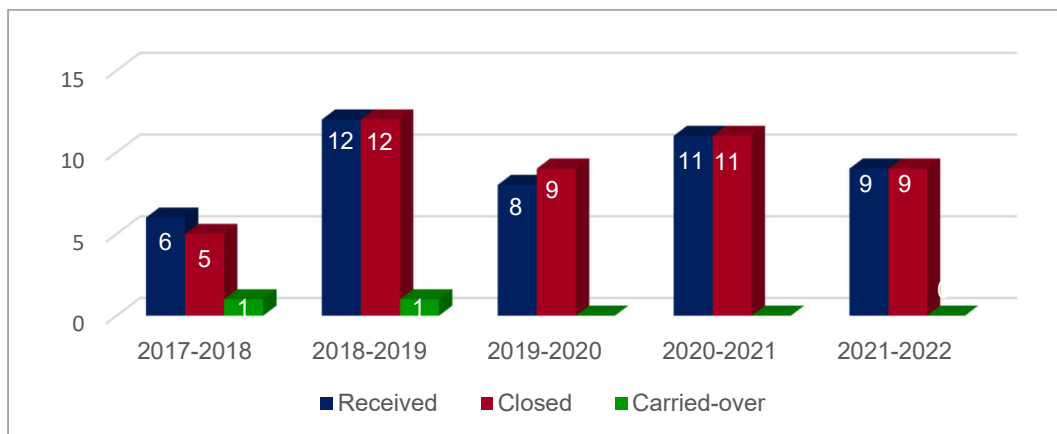
The NM ATIP processes all requests received by CFMWS pursuant to the *Privacy Act*. Each request is first reviewed for clarity and then assigned to one or more divisions of CFMWS that become responsible for locating and retrieving the records containing the information sought.

The CFMWS divisions review their relevant records and provide recommendations to the NM ATIP on any sensitivity related to their disclosure. Where necessary, the NM ATIP also undertakes consultations with other organizations before making a decision on disclosure. The NM ATIP then notifies the requester and provides access to all of the records that can be disclosed.

1.1. Number of requests

CFMWS received and closed nine (9) personal information requests in 2021-2022. This represents an 18 percent decrease compared with the previous reporting period. There was no request outstanding from the previous fiscal year or carried-over to the next. Chart I provides an overview of the volume of requests processed by CFMWS over the past five (5) fiscal years.

Chart I –Volume of privacy requests



1.2 Channels of requests

The requesters' preferred channel for submitting a request to CFMWS was by email. This was the case for seven (7) requests (78 percent) received during the reporting period. For the other two (2) requests, one was received in the mail and the other by fax.

2. Informal requests

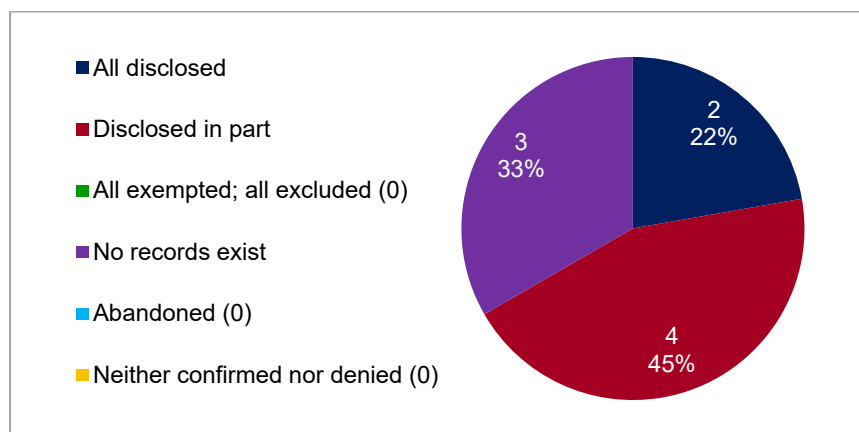
CFMWS did not receive any informal requests in 2021-2022.

3. Requests closed during the reporting period

3.1. Disposition and completion time

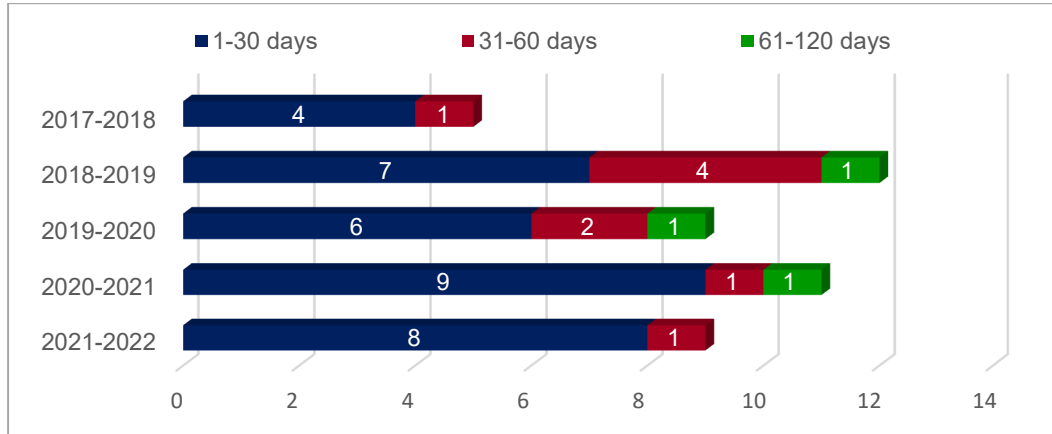
Of the nine (9) requests closed, the records were all disclosed in two (2) files (22 percent), the information was disclosed in part in four (4) cases (45 percent), and there was no record for the other three (3) requests (33 percent) because no relevant document was found, or the requested information was not under the control of the institution. Chart II provides an overview of the disposition of the requests closed by CFMWS during the fiscal year.

Chart II – Disposition of privacy requests closed



The average processing time for all requests closed was 20 days, which was slightly longer than the average of 18 days in the previous period. Chart III provides the number of requests and days taken by CFMWS to close the files over the past five (5) fiscal years.

Chart III – Privacy requests completion time



3.2. Exemptions

An individual's right of access to his/her personal information under the *Privacy Act* is limited by a number of exemptions specified in sections 18 through 28 of the legislation.

In 2021-2022, the records processed by CFMWS contained personal information about individuals other than the requester that was protected in accordance with section 26 of the Act. Information pertaining to an ongoing investigation was also exempted pursuant to paragraph 22(1)(b) of the Act.

3.3. Exclusions

Pursuant to section 69 and 70, the Act does not apply to material that is published or available for purchase, library or museum material preserved solely for public record, material deposited with the Library and Archives Canada, as well as documents considered to be confidences of the Queen's Privy Council of Canada.

CFMWS did not process any record that qualified for exclusion pursuant to sections 69 and 70 of the Act during the reporting period.

3.4. Format of information released

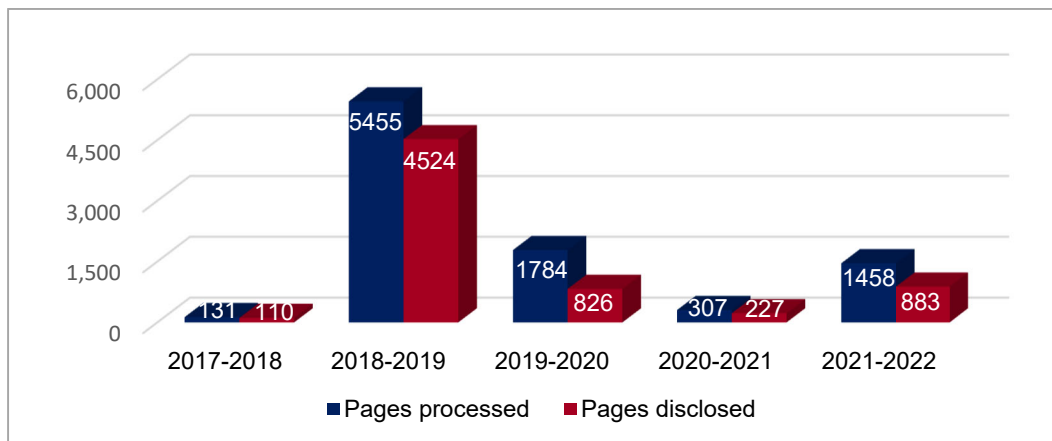
In order to provide quick and efficient client service and to minimize costs as well as the environmental footprint related to printing and the use of paper, CFMWS sends its correspondence and records by encrypted email, when possible.

Of the six (6) requests in which information was released (*all disclosed or disclosed in part*), all of the records (100 percent) were sent in electronic format by email. There was no case where access was provided in the form of paper copies or in other formats.

3.5. Complexity

CFMWS processed 1458 pages and released 883 pages in six (6) requests during the reporting period, for an average of 243 pages to review per file. This represents an increase compared with the previous fiscal year. Chart IV provides the number of pages processed and disclosed by CFMWS over the past five (5) fiscal years.

Chart IV – Number of pages processed and disclosed

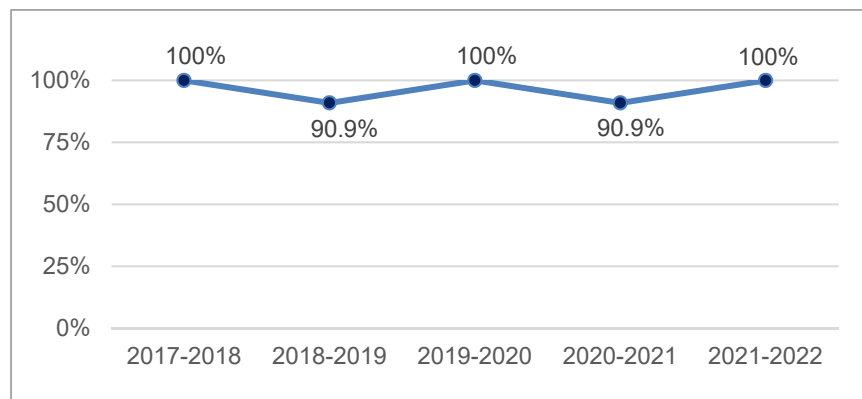


Aside from the volume of records and necessary consultation with another government institution, there were no other complexities in the files processed.

3.6. Requests closed within legislative timelines

All of the requests closed (100 percent) in 2021-2022 were processed within the initial 30-day or the extended time limit under the Act. This is an improvement compared with the last reporting period. Chart V provides the CFMWS compliance rate over the past five (5) fiscal years.

Chart V – Percentage of requests closed within legislated timelines



3.7. Deemed refusals

None of the requests was in a deemed refusal status during the reporting period.

3.8. Requests for translation

There was no request for translation of information from one official language to another.

4. Disclosures pursuant to subsections 8(2) and 8(5) of the Act

CFMWS made one (1) disclosure of personal information to an investigative body in accordance with paragraph 8(2)(e) of the Act.

There was no disclosure made in the public interest under paragraph 8(2)(m) of the Act and therefore no need to notify the Office of the Privacy Commissioner of Canada (OPC) pursuant to subsection 8(5) of the Act.

5. Requests for correction of personal information and notations

There was no request for the correction of personal information or for notations to be placed on a file.

6. Extensions

Of the nine (9) requests closed during the fiscal year, one (1) file (11 percent) needed to be extended in accordance paragraph 15(b) of the Act, because a consultation was necessary to comply with the request that could not be reasonably completed within the original time limit. The file was completed in 47 days.

7. Consultations from other government institutions and organizations

CFMWS did not receive any consultations during the reporting period.

8. Consultations on Cabinet confidences

There was no consultation undertaken with Legal Services or the Privy Council Office on Cabinet confidences.

9. Complaints and investigations

CFMWS did not receive any complaints and investigation notices from the OPC, and had no active complaint outstanding from previous periods.

There was no request for judicial review filed with the Federal Court and the Federal Court of Appeal.

10. Privacy impact assessments and personal information banks

10.1. Privacy impact assessments

In accordance with the TBS *Directive on Privacy Impact Assessment* (PIA), a PIA must be initiated for a program or activity in the following circumstances:

- when personal information is used for or is intended to be used as part of a decision-making process that directly affects the individual;
- upon substantial modifications to existing programs or activities where personal information is used or intended to be used for an administrative purpose; and
- when contracting out or transferring a program or activities to another level of government or the private sector results in substantial modifications to the program or activities.

CFMWS did not complete any PIA during the reporting period.

10.2. Personal information banks

In accordance with section 10 of the *Privacy Act*, all personal information under the control of the institution that is used for an administrative purpose, or that is retrievable by name or personal identifier has to be described in personal information banks (PIBs).

Also, as required by the TBS *Directive on Privacy Practices* and *Directive on Privacy Impact Assessment* (PIA), any new or substantially modified PIB has to be approved by TBS before implementing any new or substantially modified program or activity.

In the 2021-2022 fiscal year, CFMWS had five (5) active institution-specific PIBs and 40 standard PIBs registered with TBS.

CFMWS does not have any central PIBs and exempt banks regarding NPP and the Staff of the NPF, Canadian Forces.

CFMWS did not receive authority for any new collection or new consistent use of the Social Insurance Number (SIN) during the reporting period.

11. Material privacy breaches reported

A privacy breach involves improper or unauthorized collection, use, disclosure, retention or disposal of personal information. A privacy breach may occur within an institution or off-site and may be the result of inadvertent errors or malicious actions by employees, third parties, partners in information-sharing agreements or intruders.

A breach is deemed "material" if the breach involves sensitive personal information and could reasonably be expected to cause serious injury or harm to the individual and/or involves a large number of affected individuals.

There was no material privacy breach reported to the OPC and TBS during the reporting period.

12. Resources related to the *Privacy Act*

The total costs associated with the administration of the *Privacy Act* amounted to \$120,416 for the 2021-2022 fiscal year. This mainly consists of a portion of the salary and employer costs for the NM ATIP, a full time employee of the Staff of the NPF, Canadian Forces. The other portion is included in the *Access to Information Act* report.

Part III – Other activities and accomplishments

1. Training and awareness

Given the complex nature of the *Privacy Act*, the NM ATIP provides guidance and advice to managers and employees at all levels of CFMWS on an as required basis.

Three (3) ATIP awareness sessions were provided to 40 managers and employees during the reporting period.

As the new learning platform of the Canada School of Public Service (CSPS) is not available to the Staff of the NPF, Canadian Forces, CFMWS is developing new mandatory in-house ATIP training for the employees.

2. Policies and procedures

For the reference of all employees, corporate policies are available on the CFMWS intranet site.

The *Policy on the Access to Information and Privacy (ATIP) Program* outlines the NPP ATIP designation order and sets out the definitions as well as the roles and responsibilities of all the stakeholders within NPP organizations. The objective of the Policy is to establish consistent practices and procedures for the processing of ATIP requests in order to ensure compliance and enhance the effective application of the *Access to Information Act* and the *Privacy Act* and their Regulations.

The *Policy on Privacy Practices* was developed to establish effective privacy management practices in order to ensure that personal information under the control of NPP entities is managed in a manner that is consistent with the *Privacy Act*, the *Privacy Regulations*, and related TBS policy instruments.

The *Privacy Breach Protocol* outlines the steps to be followed by management and staff in the event of any actual or suspected breach of privacy. The guidance provided in the protocol ensures that when a privacy breach occurs, it is quickly controlled and similar breaches are prevented from occurring.

There were no changes made to the above policies in 2021-2022.

3. Monitoring compliance

CFMWS timeliness and compliance under the Act are closely monitored by the NM ATIP and issues are reported to the Chief Corporate Secretary as required.

In the 2021-2022 fiscal year, CFMWS strived to maintain a high performance and attained a 100 percent compliance rate for responding to privacy requests within the legislated timelines.

The COVID-19 pandemic did not have any impact on CFMWS's ability to fulfill its responsibilities under the Act, as employees have remote access to electronic tools and documents necessary to perform their duties.

4. Privacy advice

As a subject matter expert, the NM ATIP is regularly called upon for advice on the management and protection of personal data and related privacy risks, and is also a member of the following CFMWS committees:

- Data Governance Council
- HR Advisory Council
- IT Working Group

During the review period, several forms (paper and electronic) were reviewed, and privacy notices and consent statements were developed in accordance with privacy legislative and policy requirements.

5. ATIP community involvement

The CFMWS NM ATIP participated in the interdepartmental team that completed the technical bid evaluation of the products proposed by the vendors for the ATIP Request Processing Software Solution for the Government of Canada.

The NM ATIP also participated in the TBS PIA Working Group.


Annex A
Designation Order

Pursuant to section 73 of the *Access to Information Act* and the *Privacy Act* (the "Acts"), The Minister of National Defence, as the head of a government institution under these Acts, hereby designates the persons holding the following positions or the persons occupying those positions on an acting basis, to exercise all of the powers and perform the duties and functions of the head of a government institution under these Acts concerning non-public property and related or assigned services, programs and operations*:

- (a) The Managing Director NPP/CEO of the Staff of the Non-Public Funds, Canadian Forces;
- (b) The Chief of Staff and Vice President Corporate Services; and
- (c) The National Manager Access to Information and Privacy Program

*For greater certainty, this includes all non-public property vested in the commanders of units and other elements and in the Chief of the Defence Staff established under section 38 to 41 of the National Defence Act; all activities of the Staff of the Non-Public Funds, Canadian Forces; and all non-public property services, programs and operations including those public Alternative Service Delivery functions assigned to be executed under the non-public property framework.

Approved



The Hon. Harjit S. Sajjan, PC, OMM, MSM, CD, MP
Minister of National Defence

21 Feb 17

Date

Annex B
Statistical report
on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: Canadian Forces Morale and Welfare Services

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

Section 1: Requests under the *Privacy Act*

1.1 Number of requests

		Number of requests
Received during reporting period		9
Outstanding from previous reporting period		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		9
Closed during reporting period		9
Carried over to next reporting period		0
• Carried over within legislative timelines	0	
• Carried over beyond legislative timelines	0	

1.2 Channels of requests

Channel	Number of Requests
Online	0
E-mail	7
Mail	1
In person	0
Phone	0
Fax	1
Total	9

Section 2: Informal requests

2.1 Number of informal requests

		Number of requests
Received during reporting period		0
Outstanding from previous reporting period		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

2.2 Channels of informal requests

Channel	Number of requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3 Completion time of informal 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	
0	0	0	0	0	0	0	0

2.4 Pages released informally

Less than 100 pages released		101-500 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	2	0	0	0	0	0	0	2
Disclosed in part	1	2	1	0	0	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	1	0	0	0	0	0	3
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	5	3	1	0	0	0	0	9

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)	1	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	4
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	6				0

3.5 Complexity

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

Number of pages processed	Number of pages disclosed	Number of requests
1548	833	6

3.5.2 Relevant pages processed per disposition for paper and e-records formats by size of requests

Disposition	Less than 100 pages processed		101-500 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	2	47	0	0	0	0	0	0	0	0
Disclosed in part	0	0	4	1411	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	2	47	4	1411	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 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

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

3.5.6 Relevant minutes processed per 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	Other	Total
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
Neither confirmed nor denied	0	0	0	0
Total	1	0	0	1

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	9
Percentage of requests closed within legislated timelines (%)	100

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 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	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
1	0	0	1

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	

Section 6: Extensions

6.1 Reasons for extensions and disposition of requests

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

6.2 Length of extensions

Disposition of requests where an extension was taken	15(1)(a)(i) Interference with operations				15(1)(a)(ii) Consultation			15(1)(b) Translation purposes or conversion
	Further review to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet confidence Section 70	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	1	0	0
31 days or greater								
Total	0	0	0	0	0	1	0	0

Section 7: Consultations received from other institutions and organizations

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

Consultations	Other Government of Canada institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

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

7.3 Recommendations and completion time for consultations received from other organizations

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

Section 8: Completion time of consultations on Cabinet confidences

8.1 Requests with Legal Services

Number of days	Fewer than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		more than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

Number of days	Fewer than 100 pages processed		101–500 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 PIA completed	0
Number of PIA modified	0

10.2 Institution-specific and central personal information banks

Personal information banks	Active	Created	Terminated	Modified
Institution-specific	5	0	0	0
Central	0	0	0	0
Total	5	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	5
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Section 12: Resources Related to the *Privacy Act*

12.1 Allocated costs

Expenditures		Amount
Salaries		\$120,126
Overtime		\$0
Goods and Services		\$290
• Professional services contracts	\$0	
• Other	\$290	
Total		\$120,416

12.2 Human Resources

Resources	Person years dedicated to Access to Information activities
Full-time employees	0.900
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.900

Note: Enter values to three decimal places.



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

Name of institution: Canadian Forces Morale and Welfare Services

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

Section 1: Capacity to receive requests under the *Access to Information Act* and the *Privacy Act*

Number of weeks your institution was able to receive ATIP requests through 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	0

Section 2: Capacity to process records under the *Access to Information Act* and the *Privacy Act*

2.1 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 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 Number of open requests that are outstanding from previous reporting periods.

Fiscal year open requests were received	Open requests that are within legislative timelines as of March 31, 2022	Open requests that are beyond legislative timelines as of March 31, 2022	Total
Received in 2021-2022	2	0	2
Received in 2020-2021	0	1	1
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 2015-2015 or earlier	0	0	0
Total	2	1	3

3.1 Number of complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal year open complaints were received by institution	Number of open complaints
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2015 or earlier	0
Total	0

Section 4: Open requests and complaints under the *Privacy Act*

4.1 Number of open requests that are outstanding from previous reporting periods.

Fiscal year open requests were received	Open requests that are within legislative timelines as of March 31, 2022	Open requests that are beyond legislative timelines as of March 31, 2022	Total
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2015 or earlier	0	0	0
Total	0	0	0

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

Fiscal year open complaints were received by institution	Number of open complaints
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2015 or earlier	0
Total	0

Section 5: Social Insurance Number (SIN)

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