



**2017-2018 PRIVACY ACT  
ANNUAL REPORT AND STATISTICS**

**INTRODUCTION**

The *Privacy Act* relates to individuals' right to access and correct personal information the Government of Canada holds about them or the Government's collection, use and disclosure of their personal information in the course of providing services (e.g., old age pensions or employment insurance).

The National Battlefields Commission (NBC) is an institution subject to the *Privacy Act* and, pursuant to section 72 of the Act, it is required to submit to Parliament an annual report on the administration of this Act within the institution.

The NBC takes its mandate from the *Act respecting the National Battlefields at Québec*, 7-8 Edward VII, c. 57, passed on March 17, 1908, and its amendments.

The NBC is responsible for the administration, management, conservation and promotion of National Battlefields Park (located in the city of Québec) and manages funds allocated for this purpose.

**ORGANIZATIONAL STRUCTURE**

Requests are sent to Administration, which looks after personal files and ensures that requests are processed within the statutory time frames. All other requests are sent directly to the Secretary-Director General, who handles them within the time frames prescribed by the Act.

**DELEGATION ORDER**

The President, Secretary-Director General, Director of Institutional Affairs and Director of Administration all hold full authority for the purposes of administering the *Privacy Act*, as per the signed copy of the delegation order attached to this report.

**HIGHLIGHTS OF STATISTICAL REPORT, 2017-2018**

No requests have been received during the reference period. The table below presents the multi-year trends concerning the requests received and processed regarding personal information protection.

Period	Number of requests received during the period	Number of requests processed during the period
2017-2018	0	0
2016-2017	0	0
2015-2016	0	1



The percentage of answered requests during the fiscal year is 100% although there was no request during the reference period.

### TRAINING

No employee participated in a training during the reference period.

### POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

During the period covered by this report, the NBC maintained the application of its directive on privacy protection, which consists in inserting a notice of confidentiality after the signature and NBC logo in email exchanges.

No new policy, guideline, procedure or initiative was implemented during the reporting period.

### SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS

No issues were raised during the reference period.

### MONITORING COMPLIANCE

The time required to process requests is monitored by the Director of Administration on a weekly basis when requests are being processed. The Secretary-Director General is kept informed of request monitoring and follow-ups.

### MATERIAL PRIVACY BREACHES

No substantial breach of privacy cases occurred during the reporting period.

### PRIVACY IMPACT ASSESSMENT

No privacy impact assessments (PIAs) were completed.

### PUBLIC INTEREST DISCLOSURES

No disclosure was made pursuant to paragraph 8(2)m) of the *Privacy Act* during the reporting period.

National Battlefields Commission  
390 de Bernières Avenue  
Quebec City, Quebec G1R 2L7  
Telephone: (418) 648-3506  
Fax: (418) 648-3638