

**NBC MANAGEMENT ACTION PLAN**  
**PLAN D'ACTION DE CCBN**

Please develop a detailed management action plan with actions that are specific, measurable, attainable, relevant and timely.

Management Action Plans will be tabled at the Small Department Audit Committee with the Final Report.

S'il vous plaît élaborer un plan d'action détaillé avec des actions qui sont spécifiques, mesurables, réalisables, pertinents et opportunes.

Les plans d'action seront déposés avec le rapport final au Comité de vérification des petits ministères.

AUDIT RECOMMENDATION / RECOMMANDATION DE L'AUDIT	MANAGEMENT ACTION / ACTION PRÉVUE PAR LA DIRECTION	AREA RESPONSIBLE / SECTEUR PERTINENT	EXPECTED COMPLETION DATE / DATE PRÉVUE D'ACHÈVEMENT
1. Departments should ensure that delegation orders are updated and properly approved.	Starting in late 2011, NBC began working on updating delegations of authority. NBC is still waiting to hear from Canadian Heritage regarding next steps.	Administration	March 2015

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<p>2. Departments should ensure that roles and responsibilities are appropriately documented and should ensure that employees are aware of them and have the necessary tools to discharge their responsibilities.</p>	<p>Roles and responsibilities are well defined at NBC. Once the delegations of authority have been signed, everything will be settled.</p> <p>In addition, NBC will have the staff concerned attend an information session—the one offered free of charge by Secrétariat du Conseil du Trésor (SCT)—and will have employees affected by ATIP take a training session by the Canada School of Public Service.</p> <p>Tools will be developed following the information session and training.</p>	<p>Administration and institutional affairs</p>	<p>The SCT information session will be held in April 2014. The School of Public Service training session is scheduled for February 2015. NBC will look into having this training at its office beforehand to go over its processes. Everything should be finished by March 2015.</p>

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3. Departments should ensure that PIAs are considered and conducted appropriately when developing new, or substantially modified programs and activities.	Since NBC has not had to conduct PIAs since this requirement took effect, this will be explored during the training to determine the procedures to put in place.	Administration and institutional affairs	The SCT information session will be held in April 2014. The School of Public Service training session is scheduled for February 2015. NBC will look into having this training at its office beforehand to go over its processes. Everything should be finished by March 2015.

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4. Departments should ensure that access rights are appropriate and effective for the protection of personal information.	According to the findings in the OCG factsheet, physical access rights to staff files, even informal, seem suited to the agency's size and complexity. However, a written procedure should be put in place. With no model to serve as a basis, NBC is hoping the training will help it develop a procedure or at least provide a model to serve as a basis.	Administration and institutional affairs	The SCT information session will be held in April 2014. The School of Public Service training session is scheduled for February 2015. NBC will look into having this training at its office beforehand to go over its processes. Everything should be finished by March 2015.

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5. Departments should ensure that privacy notices comply with the <i>Directive on Privacy Practices</i> and the <i>Directive on Social Insurance Number</i> .	After the training, NBC will have to evaluate the documents it uses to ensure that they include privacy notices (emails, forms, contracts, etc.).	Administration	La session The SCT information session will be held in April 2014. The School of Public Service training session is scheduled for February 2015. NBC will look into having this training at its office beforehand to go over its processes. Everything should be finished by March 2015.

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6. Departments should ensure that all privacy breaches are managed appropriately. This includes documentation and reporting of the breach and remedial actions taken to address it.	NBC has not had to manage privacy breaches. After the training, guidelines will be developed to ensure that if a privacy breach is identified, it will be documented and remedial actions will be taken to address it.	Administration and institutional affairs	The SCT information session will be held in April 2014. The School of Public Service training session is scheduled for February 2015. NBC will look into having this training at its office beforehand to go over its processes. Everything should be finished by March 2015.