



First Nations Tax Commission
Commission de la fiscalité des premières nations

2021-2022 Annual Report on the *Privacy Act*

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1. Introduction

(i) Purpose of the *Privacy Act*

The purpose of the *Privacy Act* is to govern the collection, use, disclosure/sharing, accuracy, protection, retention and disposition of personal information by federal government institutions that are listed in its Schedule. The *Privacy Act* also grants individuals the right to request access to their personal information and the right to request the correction of that personal information. The First Nations Tax Commission (FNTC) was added to that Schedule as part of the process that led to the adoption of the *First Nations Fiscal Management Act* (FMA) on March 23, 2005.

(ii) Preparation of the Annual Report

This annual report has been prepared in accordance with section 72 of the *Privacy Act* and outlines how the FNTC has fulfilled its responsibilities under the *Privacy Act* for the reporting period from April 1, 2021 to March 31, 2022.

(iii) Tabling of the Annual Report

The FNTC's 2021-2022 Annual Report on the *Privacy Act* will be tabled in Parliament in accordance with section 72 of the *Privacy Act*.

(iv) Mandate of the First Nations Tax Commission

The FNTC was established by federal legislation, the *First Nations Fiscal Management Act* (FMA), to provide for the regulation of First Nation property taxation. This Act, Bill C-20, was passed on March 23, 2005, and also created two other institutions: the First Nations Financial Management Board (FNFMB) and the First Nations Finance Authority (FNFA). At this time consequential amendments were made to the *Privacy Act* to allow its application to the FNTC and the FNFMB. As such, the FNTC maintains openness, promotes transparency and assists any Canadian citizen the right to access their respective personal information which is under the control of the FNTC. It also commits to adequately protect their personal information and to conduct its activities in compliance with the *Privacy Act* and the generally accepted privacy principles.

In 1988, amendments to the *Indian Act* extended the taxing powers of First Nations to their interests in conditionally surrendered or "designated" lands. This First Nation-led change to the *Indian Act* gave First Nations broad new powers to tax the interests within the reserve, thereby establishing their jurisdiction, creating economic development opportunities and providing a basic tool for self-government. The FMA builds upon this work.

The FNTC's primary objective is to ensure that the First Nation property tax system is administratively efficient, harmonized with various regions in the country, and considers the

interests of on-reserve taxpayers. The FMA establishes FNTC as a statute-based service agency for First Nations exercising the approval of local revenue laws.

The FNTC represents the collective interests of First Nations and taxpayers and promotes economic development by enhancing the administrative efficiency and stability of the First Nation property tax system. The FNTC's chief aims are to expand First Nation taxation jurisdiction and increase investment on First Nations lands. It also ensures the effective administration of the tax system while protecting its integrity by reconciling the interests of First Nation tax authorities, and taxpayers, thus creating benefits to all.

2. Administration/Structure

To fulfill the FNTC's responsibilities with respect to the *Privacy Act*, the FNTC has developed an infrastructure (information management, security and Access to Information and Privacy policies and procedures) to support the FNTC's general operations and the administration of its Privacy program.

The FNTC Access to Information and Privacy (ATIP) Office is part of the Corporate Services business line. There are three full-time employees who are dedicated part-time to Privacy activities and one consultant who provides assistance and guidance when required.

3. Delegation Order

FNTC's Delegation Order for the *Access to Information Act* and *Privacy Act* authorizes certain officers and employees of the FNTC to exercise signing authorities or to perform certain of the Chief Commissioner's powers, duties or functions under the Acts. A copy of the FNTC's Delegation of Authority is included in this report as Appendix A.

4. Interpretation of the Statistical Report 2021-2022

A copy of the FNTC Statistical Report on the *Privacy Act* is included in Appendix B of this Annual Report.

During the reporting period, the FNTC received two requests under the *Privacy Act*.

The key data for the past five reporting periods are presented in the summary table below (Figure 1).

Figure 1 – Summary of key data

| Details | 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 |
|--|-----------|-----------|-----------|-----------|-----------|
| Requests received under the <i>Privacy Act</i> | 0 | 0 | 0 | 0 | 2 |
| Requests closed during the reporting period | 0 | 0 | 0 | 0 | 2 |
| Number of pages processed | 0 | 0 | 0 | 0 | 0 |
| Consultations received from other institutions and organizations | 0 | 0 | 0 | 0 | 0 |
| Complaints and Investigations | 0 | 0 | 0 | 0 | 0 |

Further interpretation of the FNTC’s 2021-2022 statistical report is as follows:

(i) Requests under the *Privacy Act*

There were two requests under the *Privacy Act* during the reporting period.

(ii) Requests closed during the reporting period

Two requests were closed during the reporting period and both were completed within 16 to 30 days.

There is nothing to report in relation to disposition and completion time, exemptions, exclusions, format of information released, complexity, deemed refusals, and requests for translation.

(iii) Disclosures under subsection 8(2) and 8(5)

No disclosures were made under paragraphs 8(2)(m) or 8(2)(e) of the *Privacy Act* and no notifications were made to the Privacy Commissioner under 8(5) of the *Privacy Act* regarding disclosures under paragraph 8(2)(m).

(iv) Requests for correction of personal information and notations

There were no requests for correction of personal information during the reporting period.

(v) Extensions

No extensions were taken during the reporting period.

(vi) Consultations received from other institutions and organizations

No consultations were received from other Government of Canada institutions or other organizations during the reporting period.

(vii) Completion time of consultations on Cabinet confidences

There were no consultations on Cabinet confidences during the reporting period.

(viii) Complaints and investigations notices received

No complaints or investigation notices were received during the reporting period.

(ix) Resources related to the *Privacy Act*

During the reporting period, the costs related to the administration of the *Privacy Act* incurred by the ATIP Office totalled \$10,355. \$7,949 was paid for salaries of three full-time employees dedicated part-time to Privacy activities, and \$2,406 for goods and services that included training and publications.

(x) Impact of COVID-19

Since March 2020, the FNTC has taken measures to mitigate the impact of COVID-19. During this period, the FNTC was operating with a significantly reduced on-site workforce for some periods. Staff spent some time working remotely with secure access to the FNTC's networks and some periods working in the office. As a result, there was no impact on the delivery of ATIP during the reporting period.

5. Privacy Training and Education

During the reporting period, no formal training sessions were held for new FNTC employees on their roles and responsibilities with respect to the administration of *Access to Information Act* and the *Privacy Act*.

6. Policies, Guidelines and Procedures

During the reporting period, no new or revised institution specific policies, guidelines or procedures were implemented.

7. Key Issues Raised as a Result of Privacy Complaints and/or Investigations

No complaints were received, and no audits or investigations were concluded during the reporting period.

8. Monitoring of Time to Process Privacy Requests

During the reporting period, FNTC did not conduct any monitoring of time to process privacy requests and requests for the correction of personal information.

9. Material Privacy Breaches

No material privacy breaches occurred during the reporting period.

10. Privacy Impact Assessments (PIA)

No Privacy Impact Assessments were completed during the reporting period.

Appendix A.
First Nations Tax Commission Delegation of Authority

FIRST NATIONS TAX COMMISSION

**COMMISSION DE LA FISCALITÉ
DES PREMIÈRES NATIONS**

December 8, 2014

DELEGATION OF AUTHORITY

**ACCESS TO INFORMATION ACT
AND PRIVACY ACT**

DÉLÉGATION DE POUVOIRS

**LOI SUR L'ACCÈS À L'INFORMATION
ET LOI SUR LA PROTECTION DES
RENSEIGNEMENTS PERSONNELS**

I, the undersigned, Chief Commissioner, pursuant to Section 73 of the *Access to Information Act* and Section 73 of the *Privacy Act*, hereby authorize those officers and employees of the First Nations Tax Commission occupying the positions identified within the attached schedule to exercise signing authorities or perform any of the Chief Commissioner's powers, duties or functions specified therein.

Je, soussignée, Commissaire en Chef, conformément à l'article 73 de la *Loi sur l'accès à l'information*, et à l'article 73 de la *Loi sur la protection des renseignements personnels*, autorise par la présente les agents et les employés de la Commission de la fiscalité des Premières nations occupant les postes identifiés dans l'annexe ci-jointe à assumer au nom du Commissaire en Chef les pouvoirs de signature et les attributions, fonctions et pouvoirs qui y sont spécifiés.

Dated at Ottawa this 9th day of Dec, 2014.

Fait à Ottawa ce jour de 2014.



Chief Commissioner

*First Nations Tax Commission - Commission de la fiscalité des Premières nations
Delegation Instrument / Document officiel de délégation*

| Delegation of Authority Under the Access to Information Act | | | | | | | |
|--|----------------------------|--|--|--|-----------------------------------|--|--|
| Subject | ATI Act Section | Position / Title | | | | | |
| | | Chief Executive Officer | Deputy Chief Commis- sioner | Chief Operating Officer | ATIP Coordi- nator | | |
| Notice where access granted | 7 | • | • | • | • | | |
| Transfer of request | 8(1) | • | • | • | • | | |
| Extension of Time Limits | 9(1) | • | • | • | • | | |
| Notice of extension to Commissioner | 9(2) | • | • | • | • | | |
| Notice where access refused | 10(1) & (2) | • | • | • | | | |
| Payment of additional fees | 11(2) | • | • | • | • | | |
| Payment of fees for EDP record | 11(3) | • | • | • | • | | |
| Deposit | 11(4) | • | • | • | • | | |
| Notice of fee payment | 11(5) | • | • | • | • | | |
| Waiver or refund of fees | 11(6) | • | • | • | • | | |
| Translation | 12(2) | • | • | • | • | | |
| Conversion to alternate format | 12(3) | • | • | • | • | | |
| Refuse access - Information obtained in confidence from another government | 13 (1) | • | • | • | • | | |
| Grant access – information obtained in confidence from another government | 13 (2) | • | • | • | | | |
| Refuse access - federal-provincial affairs | 14 | • | • | • | | | |
| Refuse access - international affairs, defence | 15(1) | • | • | • | | | |
| Refuse access - law enforcement and investigation | 16(1) | • | • | • | | | |
| Refuse access - security information | 16(2) | • | • | • | | | |
| Refuse access - policing services for provinces or municipalities | 16(3) | • | • | • | | | |
| Refuse access - safety of individuals | 17 | • | • | • | | | |
| Refuse access - economic interests of Canada | 18 | • | • | • | | | |
| Refuse access - another person's information | 19(1) | • | • | • | | | |
| Disclose personal information | 19(2) | • | • | • | | | |
| Refuse access - third party information | 20(1) | • | • | • | | | |
| Disclose testing methods | 20(2)&(3) | • | • | • | | | |
| Disclose third party information | 20(5) | • | • | • | | | |
| Disclose in public interest | 20(6) | • | • | • | | | |
| Refuse access - advice etc. | 21 | • | • | • | | | |
| Refuse access - tests and audits | 22 | • | • | • | | | |

*First Nations Tax Commission - Commission de la fiscalité des Premières nations
Delegation Instrument / Document officiel de délégation*

| | | | | | | | |
|---|----------|---|---|---|---|--|--|
| Refuse access - solicitor-client privilege | 23 | • | • | • | | | |
| Refuse access - prohibited information | 24(1) | • | • | • | | | |
| Disclose information not subject to exemption or exclusion | 25 | • | • | • | • | | |
| Refuse access - information to be published | 26 | • | • | • | | | |
| Notice to third parties | 27(1) | • | • | • | • | | |
| Extension of time limit | 27(4) | • | • | • | • | | |
| Notice of third party disclosure | 28(1) | • | • | • | | | |
| Waiving obligation for third party to make representations in writing | 28(2) | • | • | • | • | | |
| Disclosure of record | 28(4) | • | • | • | | | |
| Disclosure on Commissioner's recommendation | 29(1) | • | • | • | | | |
| Notice of intention to investigate | 32 | • | • | • | | | |
| Notice to third party | 33 | • | • | • | | | |
| Right to make representations | 35(2) | • | • | • | • | | |
| Findings and recommendations of the Information Commissioner | 37(1)(b) | • | • | • | | | |
| Access given to complainant | 37(4) | • | • | • | | | |
| Notice to third party of court action | 43(1) | • | • | • | | | |
| Notice to person who requested record | 44(2) | • | • | • | • | | |
| Special rules for hearings | 52(2) | • | • | • | | | |
| Ex parte representations | 52(3) | • | • | • | | | |
| Excluded information | 69 | • | • | • | | | |
| Exempt information severed from manuals made available to the public | 71(2) | • | • | • | | | |

**Delegation of Authority Under the
Access to Information Regulations**

| Subject | ATI Regulations Section | Position / Title | | | | | |
|------------------------|-------------------------|-------------------------|---------------------------|-------------------------|------------------|--|--|
| | | Chief Executive Officer | Deputy Chief Commissioner | Chief Operating Officer | ATIP Coordinator | | |
| Transfer of requests | 6 | • | • | • | • | | |
| Examination of records | 8 | • | • | • | • | | |

| Délégation de pouvoirs en vertu de la Loi sur l'accès à l'information | | | | | | | |
|--|----------------------|-------------------------|--------------------|-----------------------------|-----------------------------|--|--|
| Sujet | Article de la LAI | Poste / Titre | | | | | |
| | | Chef de la direction | Vice- président | Chef des opéra- tions | Coordon- nateur AIPRP | | |
| Notification de communication accordée | 7 | • | • | • | • | | |
| Transmission de la demande | 8(1) | • | • | • | • | | |
| Prorogation du délai | 9(1) | • | • | • | • | | |
| Avis au Commissaire concernant la prorogation | 9(2) | • | • | • | • | | |
| Refus de communication | 10(1) & (2) | • | • | • | | | |
| Versement de frais supplémentaires | 11(2) | • | • | • | • | | |
| Versement de frais pour document informatisé | 11(3) | • | • | • | • | | |
| Acompte | 11(4) | • | • | • | • | | |
| Avis de versement | 11(5) | • | • | • | • | | |
| Dispense/remboursement de frais | 11(6) | • | • | • | • | | |
| Traduction | 12(2) | • | • | • | • | | |
| Transfert sur un support de substitution | 12(3) | • | • | • | • | | |
| Refus de divulgation - Renseignements obtenus à titre confidentiel d'un autre gouvernement | 13(1) | • | • | • | • | | |
| Divulgation - Renseignements obtenus à titre confidentiel d'un autre gouvernement | 13(2) | • | • | • | | | |
| Refus de divulgation – affaires fédérales-provinciales | 14 | • | • | • | | | |
| Refus de divulgation – affaires internationales et défense | 15(1) | • | • | • | | | |
| Refus de divulgation – enquêtes, application de la Loi | 16(1) | • | • | • | | | |
| Refus de divulgation – renseignements sur la sécurité | 16(2) | • | • | • | | | |
| Refus de divulgation- fonctions de police provinciale ou municipale | 16(3) | • | • | • | | | |
| Refus de divulgation – sécurité des individus | 17 | • | • | • | | | |
| Refus de divulgation – intérêts économiques du Canada | 18 | • | • | • | | | |
| Refus de divulgation –renseignements personnels d'un tiers | 19(1) | • | • | • | | | |
| Divulgation de renseignements personnels | 19(2) | • | • | • | | | |
| Refus de divulgation –renseignements de tiers | 20(1) | • | • | • | | | |
| Divulgation des méthodes pour les essais | 20(2)&(3) | • | • | • | | | |

*First Nations Tax Commission - Commission de la fiscalité des Premières nations
Delegation Instrument / Document officiel de délégation*

| | | | | | | |
|---|---------|---|---|---|---|--|
| Divulgence des renseignements de tiers | 20(5) | • | • | • | | |
| Divulgence dans l'intérêt public | 20(6) | • | • | • | | |
| Refus de divulgation – avis etc. | 21 | • | • | • | | |
| Refus de divulgation – examens et vérifications | 22 | • | • | • | | |
| Refus de divulgation – secret professionnel des avocats | 23 | • | • | • | | |
| Refus de divulgation – renseignements interdits | 24(1) | • | • | • | | |
| Divulgence de renseignements prélevés | 25 | • | • | • | • | |
| Refus de divulgation – pour publication | 26 | • | • | • | | |
| Avis aux tiers | 27(1) | • | • | • | • | |
| Prorogation de délai | 27(4) | • | • | • | • | |
| Avis concernant la divulgation des renseignements de tiers | 28(1) | • | • | • | | |
| Observations écrites | 28(2) | • | • | • | • | |
| Divulgence du document | 28(4) | • | • | • | | |
| Divulgence suite à la recommandation du Commissaire | 29(1) | • | • | • | | |
| Avis d'enquête | 32 | • | • | • | | |
| Avis au tiers | 33 | • | • | • | | |
| Secret des enquêtes / Droit de présenter des observations | 35(2) | • | • | • | • | |
| Conclusions et recommandations du Commissaire à l'Information | 37(1)b) | • | • | • | | |
| Divulgence accordée | 37(4) | • | • | • | | |
| Avis aux tiers concernant le recours à la Cour | 43(1) | • | • | • | | |
| Avis à la personne qui a fait la demande | 44(2) | • | • | • | • | |
| Règles spéciales pour l'audition | 52(2) | • | • | • | | |
| Présentation d'arguments en l'absence d'une partie | 52(3) | • | • | • | | |
| Renseignements exclus | 69 | • | • | • | | |
| Exclusion des renseignements protégés | 71(2) | • | • | • | | |

*First Nations Tax Commission - Commission de la fiscalité des Premières nations
Delegation Instrument / Document officiel de délégation*

| Délégation de pouvoirs en vertu du Règlement sur l'accès à l'information | | | | | | | |
|---|-----------------------------|----------------------|----------------|---------------------|---------------------|--|--|
| Sujet | Article du Règlement | Poste / Titre | | | | | |
| | | Chef de la direction | Vice-président | Chef des opérations | Coordonnateur AIPRP | | |
| Transmission de la demande | 6 | ● | ● | ● | ● | | |
| Consultation des documents | 8 | ● | ● | ● | ● | | |

*First Nations Tax Commission - Commission de la fiscalité des Premières nations
Delegation Instrument / Document officiel de délégation*

| Delegation of Authority Under the <i>Privacy Act</i> | | | | | | | |
|---|----------------------------|-------------------------|---------------------------|-------------------------|------------------|--|--|
| Subject | Privacy Act Section | Position / Title | | | | | |
| | | Chief Executive Officer | Deputy Chief Commissioner | Chief Operating Officer | ATIP Coordinator | | |
| Disclosure to investigative bodies | 8(2)(e) | • | • | • | • | | |
| Disclosure for research and statistics | 8(2)(j) | • | • | • | • | | |
| Disclosure in public interest, benefit of individual | 8(2)(m) | • | • | | | | |
| Record of disclosure for investigations | 8(4) | • | • | • | • | | |
| Notify Privacy Commissioner of 8(2)(m) | 8(5) | • | • | | | | |
| Record of consistent uses | 9(1) | • | • | • | | | |
| Notify Privacy Commissioner of consistent uses | 9(4) | • | • | • | • | | |
| Personal information in banks | 10(1) | • | • | • | • | | |
| Notice where access is granted | 14 | • | • | • | • | | |
| Extension of time limits | 15 | • | • | • | • | | |
| Notice where access is refused | 16 | • | • | • | | | |
| Decision regarding translation | 17(2)(b) | • | • | • | • | | |
| Conversion to alternate format | 17(3)(b) | • | • | • | • | | |
| Refuse access - exempt bank | 18(2) | • | • | • | | | |
| Refuse access - confidential information obtained from another government | 19(1) | • | • | • | | | |
| Disclose confidential information obtained from another government | 19(2) | • | • | • | | | |
| Refuse access - federal-provincial affairs | 20 | • | • | • | | | |
| Refuse access - international affairs, defence | 21 | • | • | • | | | |
| Refuse access - law enforcement and investigation | 22 | • | • | • | | | |
| Refuse access - security clearance | 23 | • | • | • | | | |
| Refuse access - person under sentence | 24 | • | • | • | | | |
| Refuse access - safety of individuals | 25 | • | • | • | | | |
| Refuse access - another person's information | 26 | • | • | • | • | | |
| Refuse access - solicitor-client privilege | 27 | • | • | • | | | |
| Refuse access - medical record | 28 | • | • | • | | | |
| Receive notice of investigation | 31 | • | • | | | | |
| Representation to Privacy Commissioner | 33(2) | • | • | • | • | | |
| Information previously exempted | 35(1)(b) | • | • | • | | | |
| Access given to complainant | 35(4) | • | • | • | • | | |
| Response to review of exempt banks | 36(3)(b) | • | • | • | | | |
| Response to review of compliance | 37(3) | • | • | • | • | | |

*First Nations Tax Commission - Commission de la fiscalité des Premières nations
Delegation Instrument / Document officiel de délégation*

| | | | | | | | |
|--|----------|---|---|---|--|--|--|
| Request court hearing in the National Capital Region | 51(2)(b) | • | • | • | | | |
| Ex-parte representation to court | 51(3) | • | • | • | | | |

**Delegation of Authority
Under the Privacy Regulations**

| Subject | Privacy Regulations Section | Position / Title | | | | | |
|---|-----------------------------|-------------------------|---------------------------|-------------------------|------------------|--|--|
| | | Chief Executive Officer | Deputy Chief Commissioner | Chief Operating Officer | ATIP Coordinator | | |
| Examination of records | 9 | • | • | • | • | | |
| Correction of personal information | 11(2) | • | • | • | • | | |
| Notification of refusal to correct personal information | 11(4) | • | • | • | | | |
| Disclosure - medical information | 13(1) | • | • | • | | | |
| Disclosure - medical information | 14 | • | • | • | | | |

**Délégation de pouvoirs en vertu de la
Loi sur la protection des renseignements personnels**

| Sujet | Article LPRP | Poste / Titre | | | | | |
|---|-----------------|-------------------------|--------------------|------------------------|-----------------------------|--|--|
| | | Chef de la direction | Vice- président | Chef des opérations | Coordon- nateur AIPRP | | |
| Divulgence aux organismes d'enquête | 8(2)(e) | • | • | • | • | | |
| Communication pour travaux de recherches ou statistiques | 8(2)(j) | • | • | • | • | | |
| Communication dans l'intérêt public, avantage de l'individu | 8(2)(m) | • | • | | | | |
| Copie des renseignements communiqués pour enquête | 8(4) | • | • | • | • | | |
| Préavis au Commissaire à la protection de la vie privée - 8(2)m) | 8(5) | • | • | | | | |
| Relevé d'usages compatibles | 9(1) | • | • | • | | | |
| Avis au Commissaire à la protection de la vie privée des usages compatibles | 9(4) | • | • | • | • | | |
| Renseignements personnels dans les fichiers | 10(1) | • | • | • | • | | |
| Notification de communication accordée | 14 | • | • | • | • | | |
| Prorogation de délai | 15 | • | • | • | • | | |
| Notification de communication refusée | 16 | • | • | • | | | |
| Décision concernant le traduction | 17(2)(b) | • | • | • | • | | |
| Transfert sur un support de substitution | 17(3)(b) | • | • | • | • | | |
| Refus de communication – fichiers inconsultables | 18(2) | • | • | • | | | |
| Refus de communication – renseignements confidentiels | 19(1) | • | • | • | | | |
| Notification des renseignements confidentiels | 19(2) | • | • | • | | | |
| Refus de communication – affaires fédérales-provinciales | 20 | • | • | • | | | |
| Refus de communication – affaires internationales et défense | 21 | • | • | • | | | |
| Refus de communication – enquêtes et respect des lois | 22 | • | • | • | | | |
| Refus de communication – enquête de sécurité | 23 | • | • | • | | | |
| Refus de communication – individus condamnés | 24 | • | • | • | | | |
| Refus de communication – sécurité des individus | 25 | • | • | • | | | |
| Refus de communication – renseignements personnels d'un autre individu | 26 | • | • | • | • | | |

*First Nations Tax Commission - Commission de la fiscalité des Premières nations
Delegation Instrument / Document officiel de délégation*

| | | | | | | | |
|--|----------|---|---|---|---|--|--|
| Refus de communication – secret professionnel des avocats | 27 | • | • | • | | | |
| Refus de communication – dossiers médicaux | 28 | • | • | • | | | |
| Avis d'enquête | 31 | • | • | | | | |
| Présentation au Commissaire à la protection de la vie privée | 33(2) | • | • | • | • | | |
| Réponse à la demande du Commissaire à la protection de la vie privée de communiquer des renseignements désignés inconsultables | 35(1)(b) | • | • | • | | | |
| Communication accordée au plaignant | 35(4) | • | • | • | • | | |
| Mesure relative à l'examen de fichiers inconsultables | 36(3)(b) | • | • | • | | | |
| Mesure relative au contrôle d'application | 37(3) | • | • | • | • | | |
| Demande d'audition de la Cour dans la Région de la capitale nationale | 51(2)(b) | • | • | • | | | |
| Présentation d'arguments en l'absence d'une partie | 51(3) | • | • | • | | | |

**Délégation de pouvoirs en vertu du
Règlement sur la protection des renseignements personnels**

| Sujet | Article du Règlement | Poste / Titre | | | | | |
|--|----------------------|----------------------|----------------|---------------------|---------------------|--|--|
| | | Chef de la direction | Vice-président | Chef des opérations | Coordonnateur AIPRP | | |
| Consultation sur place des renseignements personnels | 9 | • | • | • | • | | |
| Corrections aux fichiers de renseignements personnels | 11(2) | • | • | • | • | | |
| Refus – correction aux fichiers de renseignements personnels | 11(4) | • | • | • | | | |
| Communication des renseignements médicaux | 13(1) | • | • | • | | | |
| Communication des renseignements médicaux | 14 | • | • | • | | | |

Appendix B.
Statistical Report on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: First Nations Tax Commission

Reporting period: 4/1/2021 to 3/31/2022

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

| | | Number of Requests |
|---|---|--------------------|
| Received during reporting period | | 2 |
| Outstanding from previous reporting periods | | 0 |
| • Outstanding from previous reporting period | 0 | |
| • Outstanding from more than one reporting period | 0 | |
| Total | | 2 |
| Closed during reporting period | | 2 |
| Carried over to next reporting period | | 0 |
| • Carried over within legislated timeline | 0 | |
| • Carried over beyond legislated timeline | 0 | |

1.2 Channels of requests

| Source | Number of Requests |
|--------------|--------------------|
| Online | 2 |
| E-mail | 0 |
| Mail | 0 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 2 |

Section 2: Informal requests

2.1 Number of informal requests

| | | Number of Requests |
|---|---|--------------------|
| Received during reporting period | | 0 |
| Outstanding from previous reporting periods | | 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

| Source | 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 | | | | | | | |
|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| 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 | 0 | 0 | 0 | 0 |

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 |

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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 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 abandoned | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |

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

3.5 Complexity

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

| Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 0 | 0 | 0 |

3.5.2 Relevant pages processed by request disposition for paper and e-record formats by size of requests

| Disposition | Less Than 100 Pages Processed | | 100-500 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 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 | 0 | 0 | 0 | 0 | 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 request 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 |

3.5.5 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 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 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 |

3.5.7 Other complexities

| Disposition | Consultation Required | Legal Advice Sought | Interwoven Information | Other | Total |
|------------------------------|-----------------------|---------------------|------------------------|-------|-------|
| All disclosed | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 |

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

| | |
|---|-----|
| Number of requests closed within legislated timelines | 2 |
| 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 Request 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 |
|-------------------|-------------------|-----------------|-------|
| 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 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 PIAs completed | 0 |
| Number of PIAs modified | 0 |

10.2 Institution-specific and Central Personal Information Banks

| Personal Information Banks | Active | Created | Terminated | Modified |
|----------------------------|----------|----------|------------|----------|
| Institution-specific | 0 | 0 | 0 | 0 |
| Central | 0 | 0 | 0 | 0 |
| Total | 0 | 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 | 0 |
|---|---|

Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

| Expenditures | | Amount |
|-----------------------------------|---------|-----------------|
| Salaries | | \$7,949 |
| Overtime | | \$0 |
| Goods and Services | | \$2,406 |
| • Professional services contracts | \$0 | |
| • Other | \$2,406 | |
| Total | | \$10,355 |

12.2 Human Resources

| Resources | Person Years Dedicated to Privacy Activities |
|----------------------------------|--|
| Full-time employees | 0.060 |
| Part-time and casual employees | 0.000 |
| Regional staff | 0.000 |
| Consultants and agency personnel | 0.000 |
| Students | 0.000 |
| Total | 0.060 |

Note: Enter values to three decimal places.

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

Name of institution: First Nations Tax Commission

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

Enter the number of weeks your institution was able to receive ATIP requests through the 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 | 52 |

Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the 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 | 2 | 50 | 52 |
| Protected B Paper Records | 8 | 4 | 40 | 52 |
| Secret and Top Secret Paper Records | 8 | 4 | 40 | 52 |

2.2 Enter the 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 | 2 | 50 | 52 |
| Protected B Electronic Records | 8 | 4 | 40 | 52 |
| Secret and Top Secret Electronic Records | 8 | 4 | 40 | 52 |



Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 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, 2022 | Open Requests that are <i>Beyond</i> Legislated 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 2015-2016 or earlier | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the Access to Information Act

3.2 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 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 2015-2016 or earlier | 0 |
| Total | 0 |

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 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, 2022 | Open Requests that are <i>Beyond</i> Legislated 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 2015-2016 or earlier | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Privacy Act*

4.2 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 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 2015-2016 or earlier | 0 |
| Total | 0 |

Section 5: Social Insurance Number (SIN)

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