**ANNEX A: Content Requirements for 2024–2025 Annual Reports**

**Section A: Annual Report on the *Access to Information Act*,2024–2025**

The content set out below must be included in the Annual Report on the [*Access to Information Act*](https://laws-lois.justice.gc.ca/eng/acts/A-1/). Institutions may also choose to include additional information to reflect their successes and challenges.

While institutions must include the required content in the Report, the layout and structure of the Report remain at the discretion of the institution.

**A1. Introduction**

Include:

* A brief summary of the purpose of the *Access to Information Act*
* A statement thatthe Annual Report is prepared and tabled in Parliament in accordance with section 94 of the *Access to Information Act*
* The mandate of the institution
* If this Annual Report is also intended to fulfill reporting requirements for any non-operational (“paper”) subsidiaries of the institution, or any other non-operational institutions, a complete list of the titles of these non-operational institutions
	+ This list should indicate any non-operational institutions owned or managed by the parent institution that were dissolved or created during the reporting period
	+ This list should **not** include subsidiary institutions with active operations; the reporting requirements of actively operating subsidiaries should be met through separate reports, prepared by whoever is responsible for those subsidiaries’ ATIP operations
	+ **Note:** If your institution doesn’t have any non-operational (“paper”) subsidiaries during this reporting period, include a statement to that effect

**A2. Organizational Structure**

Include:

* How the institution is organized to fulfill its *Access to Information Act* responsibilities including Part 2 Proactive Publication.
* The structure of the institution’s Access to Information and Privacy (ATIP) Office
	+ The number of ATIP officers and regional ATIP staff (if applicable)
	+ Number of consultants
* Any new or pre-existing service agreements under section 96 of the *Access to Information Act* to which your institution was party during the reporting period.
* **Note:** If your institution was not party to any such agreements during this reporting period, include a statement to that effect.
* The following note regarding proactive publication: “For a breakdown of the group(s) and/or position(s) responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act*, see the section “**Proactive Publication under Part 2 of the ATIA**”, below.
* Other organizational context, as relevant.

**A3. Delegation Order**

Include a copy of the **signed** and **dated** Delegation Order that was in effect at the **end** of the reporting period. Delegation Orders set out what powers, duties, and functions for the administration of the *Access to Information Act* have been delegated by the head of the institution and to whom.

* **Note**: If the head of the institution did not delegate any of their powers and responsibilities under the Act, please include a statement to that effect.
* **Note:** Proactive Publication requirements under Part 2 of the Act are not subject to formal delegation and should not be included in a Delegation Order.

**A4. Performance under Part 1 of the *Access to Information Act*, 2024–2025**

Provide an overview of key data on the institution’s performance in administering Part 1 of the *Access to Information Act* for the fiscal year, as reflected in the institution’s 2024–25 Statistical Reports. (“Requests” here refers to formal requests under the *Access to Information Act*.)

Include:

* Percentage of requests responded to within legislated timelines, as the key measure of the institution’s performance
* Number of completed requests, broken down by completion times, for example, “X completed within 1-30 days, Y completed within 31 to 60 days”
* Number of active requests as of the last day of the reporting period, broken down by fiscal year in which they were received, and by whether they are still within legislated timelines (including extensions)
* Number of active complaints as of the end of the fiscal year, broken down by specific reporting period in which they were received
* Information on the reasons for extensions
* Data on consultations completed for other institutions (e.g. number, completion times)
* Percentage of completed requests for which records were “all disclosed”, and percentage for which records were “disclosed in part”
* Other performance information, as relevant (e.g. number of requests for translation received and fulfilled relating to requests for information)

**A5. Training and Awareness**

Describe training and awareness activities related to access to information, including Part 2 Proactive Publication, that were provided to the institution’s employees during the reporting period. This can include informal briefings, one-on-one training, orientation, and awareness sessions, as well as formal training courses. This does not include training taken by ATIP officials.

Institutions are encouraged to elaborate on activities such as web training, information booths, awareness campaigns and other awareness activities.

For formal information and training sessions, you may wish to indicate the number of sessions and the number of participants.

**Note:** If no training/awareness activities were provided during the reporting period, please include a statement to that effect.

**A6. Policies, Guidelines, and Procedures**

Describe any new or revised institution-specific policies, guidelines and written procedures related to access to information that were implemented in the institution during the reporting period.

Such policies, guidelines and procedures may have been implemented to comply with new Treasury Board of Canada Secretariat policies and directives, because of issues raised by the Office of the Information Commissioner or other Agents of Parliament, or for other reasons.

**Please include** any procedures and systems the institution has put in place to meet proactive publication requirements under Part 2 of the *Access to Information Act*.

**Note:** If your institution did not implement any such policies, guidelines, and procedures during the reporting period, please include a statement to that effect.

**A7. Initiatives and Projects to Improve Access to Information**

Describe any other initiatives or projects to improve access to information (ATI) that were implemented or ongoing within the institution during the reporting period.

For example:

* Technological upgrades or innovations to improve services
* Initiatives advancing Indigenous reconciliation (removing barriers to ATI for Indigenous requesters, Indigenous engagement as it relates to ATI, etc.)
* The process used to review types of information that are frequently requested via ATI, and to assesses the feasibility of making that information available by other means
* Actions taken to make more government information available to Canadians without an ATI request (e.g. publishing additional information, beyond what is required by Part 2 of the Act)

**Note:** If your institution did not implement or continue any such initiatives or projects during the reporting period, please include a statement to that effect.

**A8. Summary of Key Issues and Actions Taken on Complaints**

Summarize:

* Issues raised by access to information complaints that your institution received during the reporting period
* What actions your institution took during the reporting period to resolve access to information complaints. (e.g. “conducted new searches”, “disclosed additional records”)

**Note:** If no complaints were received or concluded during the reporting period, please include a statement to that effect.

**A9. Proactive Publication under Part 2 of the ATIA**

Insert the following table, with all portions applicable to your institution completed.

**Proactive Publication Requirements Table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Legislative Requirement** | **Section of ATIA** | **Publication Timeline** | **Does requirement apply to your institution? (Y/N)** | **Internal group(s) or positions(s) responsible for fulfilling requirement** | **% of proactive publication requirements published within legislated timelines\*** | **Link to web page where published\*\*** |
| **Apply to all Government Institutions as defined in section 3 of the *Access to Information Act*** |
| Travel Expenses | 82 | Within 30 days after the end of the month of reimbursement |  |  |  |  |
| Hospitality Expenses | 83 | Within 30 days after the end of the month of reimbursement |  |  |  |  |
| Reports tabled in Parliament | 84 | Within 30 days after tabling |  |  |  |  |
| **Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the *Financial Administration Act*** |
| Contracts over $10,000 | 86 | Q1-3: Within 30 days after the quarterQ4: Within 60 days after the quarter |  |  |  |  |
| Grants & Contributions over $25,000 | 87 | Within 30 days after the quarter |  |  |  |  |
| Packages of briefing materials prepared for new or incoming deputy heads or equivalent | 88(a) | Within 120 days after appointment |  |  |  |  |
| 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 |  |  |  |  |
| 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 |  |  |  |  |
| **Applies to government institutions that are departments named in Schedule I to the *Financial Administration Act* 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 |  |  |  |  |
| **Apply to Ministers’ Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister’s Office)** |
| Packages of briefing materials prepared by a government institution for new or incoming ministers | 74(a) | Within 120 days after appointment |  |  |  |  |
| 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 |  |  |  |  |
| 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 |  |  |  |  |
| Packages of briefing materials prepared by a government institution for a minister’s appearance before a committee of Parliament | 74(d) | Within 120 days after appearance |  |  |  |  |
| Travel Expenses | 75 | Within 30 days after the end of the month of reimbursement |  |  |  |  |
| Hospitality Expenses | 76 | Within 30 days after the end of the month of reimbursement |  |  |  |  |
| Contracts over $10,000 | 77 | Q1-3: Within 30 days after the quarterQ4: Within 60 days after the quarter |  |  |  |  |
| Ministers’ Offices ExpensesNote: This consolidated report is currently published by TBS on behalf of all institutions. | 78 | Within 120 days after the fiscal year |  |  |  |  |

\*When counting proactive publication requirements count monthly or quarterly reports as a single publication.

\*\*i.e., specific page where that information is located on open.canada.ca or the institution’s website

**A10. Monitoring Compliance**

Describe:

* How the institution monitors the time taken to process access to information requests. Please include how often this monitoring occurs, and what level of officials are advised.
* How the institution ensures that measures to support the right of public access to information are reflected in contracts, information sharing agreements and information sharing arrangements.
* How the institution monitors the timeliness, accuracy and completeness of proactively published information under Part 2 of the Act. Please include how often this monitoring occurs, and what level of officials are advised.

If the Treasury Board of Canada Secretariat has granted your institution an exception to a requirement in the ATI policy suite, and has set certain reporting requirements for that exception, please also fulfill that obligation in this section.

**Note**: If no monitoring was conducted during the reporting period, please include a statement to that effect.

**Section B: Annual Report on the *Privacy Act*, 2024–2025**

The content set out below must be included in the Annual Report on the [*Privacy Act*](https://laws-lois.justice.gc.ca/eng/acts/p-21/FullText.html). Institutions may also choose to include additional information to reflect their successes and challenges.

While institutions must include the required content in the Report, the layout and structure of the Report remains at the discretion of the institution.

**B1. Introduction**

Include:

* + A brief summary of the purpose of the *Privacy Act*
	+ A statement that the Annual Report is prepared and tabled in Parliament in accordance with section 72 of the *Privacy Act*
* The mandate of the institution
* If this Annual Report is also intended to fulfill reporting requirements for any non-operational (“paper”) subsidiaries of the institution, or any other non-operational institutions, a complete list of the titles of these non-operational institutions
	+ This list should indicate any non-operational institutions owned or managed by the parent institution that were dissolved or created during the reporting period
	+ This list should **not** include subsidiary institutions with active operations; the reporting requirements of actively operating subsidiaries should be met through separate reports, prepared by whoever is responsible for those subsidiaries’ ATIP operations
	+ **Note:** If your institution doesn’t have any non-operational (“paper”) subsidiaries during this reporting period, include a statement to that effect

**B2. Organizational Structure**

Describe:

* + How the institution is organized to fulfill its *Privacy Act* responsibilities
	+ The structure of the institution’s Access to Information and Privacy (ATIP) Office
		- The number of ATIP officers and regional ATIP staff (if applicable)
		- Number of consultants
	+ Any new or pre-existing service agreements under section 73.1 of the *Privacy Act* to which your institution was party during the reporting period.
		- **Note**: If your institution was not party to any such agreements during this reporting period, please include a statement to that effect
	+ Other organizational context, as relevant

**B3. Delegation Order**

Include a copy of the **signed** and **dated** Delegation Order that was in effect at the **end** of the reporting period. Delegation Orders set out what powers, duties, and functions for the administration of the *Privacy Act* have been delegated by the head of the institution and to whom.

**Note**: If the head of the institution did not delegate any of their powers and responsibilities under the Act, please include a statement to that effect.

**B4. Performance 2024–2025**

Provide an overview of key data on the institution’s performance for the year, as reflected in the institution’s 2024-25 Statistical Reports. (“Requests” here refers to formal requests under the *Privacy Act*.)

Include:

* + Percentage of requests responded to within legislated timelines, as the key measure of the institution’s performance
	+ Number of completed requests, broken down by completion times, for example, “X completed within 1-30 days, Y completed within 31 to 60 days”
* Number of active requests as of the last day of the reporting period, broken down by specific fiscal year in which they were received, and by whether they are still within legislated timelines (including extensions)
* Number of active complaints as of the last day of the reporting period, broken down by specific fiscal year in which they were received
	+ Information on the reasons for extensions
	+ Data on consultations completed for other institutions (e.g. number, completion times)
	+ Percentage of completed requests for which records were “all disclosed”, and percentage for which records were “disclosed in part”
	+ Other performance information, as relevant (e.g. number of requests for translation received and fulfilled relating to requests for personal information)

**B5. Training and Awareness**

Appendix B of the [Directive on Personal Information Requests and Correction of Personal Information](https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32590) sets out mandatory training requirements. Describe:

* Steps taken to ensure all employees have completed the mandatory privacy training set out in this Directive, and are aware of policies, procedures, and legal responsibilities under the *Privacy Act*.
* Steps taken to ensure that employees of the government institution who have functional or delegated responsibility for the administration of the *Privacy Act* and *Privacy Regulations* have taken the additional in-depth training that is required for them under this Directive.

As well as formal training courses, the training described can include informal briefings, one-on-one training, orientation, web training, and other awareness activities.

For formal information and training sessions, you may wish to indicate the number of sessions and the number of participants.

**Note:** If no training/awareness activities were provided during the reporting period, please include a statement to that effect.

**B6. Policies, Guidelines, and Procedures**

Describe any new or revised institution-specific policies, guidelines, and written procedures related to privacy that were implemented in the institution during the reporting period. This includes plans to address privacy breaches and the periodic reviews thereof.

Such policies, guidelines, and procedures may have been implemented to comply with new Treasury Board of Canada Secretariat policies and directives, because of issues raised by the Office of the Privacy Commissioner or other Agents of Parliament, or for other reasons.

**Note:** If your institution did not implement any such policies, guidelines, or procedures during the reporting period, please include a statement to that effect.

List any new collection(s) or new consistent use(s) of Social Insurance Numbers that began during the reporting period.

**B7. Initiatives and Projects to Improve Privacy**

Describe any other initiatives or projects to improve access to personal information and privacy that were implemented or ongoing within the institution during the reporting period.

For example:

* Technological upgrades or innovations to improve services
* Initiatives removing barriers to personal information for Indigenous requesters
* The process used to review types of personal information that are frequently requested, and to assesses the feasibility of making that information available by other means

**Note:** If your institution did not implement or continue any such initiatives or projects during the reporting period, please include a statement to that effect.

**B8. Summary of Key Issues and Actions Taken on Complaints**

Summarize:

* Issues raised by privacy complaints that your institution received during the reporting period
* What actions your institution took during the reporting period to resolve privacy complaints. (e.g. “conducted new searches”, “disclosed additional records”)

**Note:** If no complaints were received or concluded during the reporting period, please include a statement to that effect.

**B9. Material Privacy Breaches**

* Indicate the number of material privacy breaches that were reported to the Office of the Privacy Commissioner and to the Treasury Board of Canada Secretariat (Privacy and Data Protection Division) during the reporting period
* Describe the nature of the material privacy breaches that occurred
* Summarize the actions taken in response to these breaches

**Note:** If no material privacy breaches were reported to the Office of the Privacy Commissioner and to Treasury Board of Canada Secretariat (Privacy and Responsible Data Division) during the reporting period, please include a statement to that effect.

**B10. Privacy Impact Assessments**

* + Provide a brief description of the new or substantially modified programs or activities for which Privacy Impact Assessments (PIA) were completed during the reporting period, as defined in the Standard on Privacy Impact Assessment.
	+ Include a hyperlink to your institution’s PIA website.

**Note:** If your institution did not complete any PIAs during the reporting period, please include a statement to that effect.

**B11. Public Interest Disclosures**

Provide the following information regarding disclosures made during the reporting period pursuant to paragraph 8(2)(*m*) of the *Privacy Act* (discretion of the head of the institution to disclose personal information that is considered to be in the public interest):

* + The number of disclosures
	+ The nature of those disclosures: a general summary of events, and the type of personal information that was disclosed. Information should not be detailed enough that an individual or individuals could be identified based on the description.
	+ Whether the Privacy Commissioner was notified before, or notified after the disclosure

**Note:** If no disclosures were made under paragraph 8 (2)(*m*) of the *Privacy Act* during the reporting period, please include a statement to that effect.

**B12. Monitoring Compliance**

Describe:

* How the institution monitors the time taken to process personal information requests. Please include how often this monitoring occurs, and what level of officials are advised.
* How the institution ensures that appropriate privacy protections are included in contracts, agreements, and arrangements.

Where the Treasury Board of Canada Secretariat has granted an exception to a requirement in the Privacy policy suite, and has set certain reporting requirements for that exception, please also fulfill that obligation in this section.

**Note:** If no monitoring was conducted during the reporting period, please include a statement to that effect.