



**Canadian
Race Relations
Foundation**

**Fondation
canadienne des
relations raciales**

PRIVACY ACT

**The Canadian Race Relations Foundation
Annual Report to Parliament
April 1, 2023 to March 31, 2024**

This Annual Report is tabled in Parliament in accordance with section 72 of the *Privacy Act*.

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INTRODUCTION

About the Privacy Act

The Privacy Act (the Act), which took effect in 1983, obliges approximately 250 federal government departments and agencies to respect the privacy rights of individuals by limiting the collection, use and disclosure of their personal information. *The Privacy Act* also gives individuals the right to request access to personal information about themselves that may be held by federal government organizations (Section 2 of the Act). If individuals feel that the information is incorrect or incomplete they also have the right under the Act to ask that it be corrected.

As a federal Crown Corporation, the Canadian Race Relations Foundation (CRRF) is subject to the *Privacy Act*. Section 72 of the Act requires that the head of every government institution and agency prepare, for submission to Parliament, an annual report on the administration of the Act within the institution during each financial year. This annual report describes how the CRRF administered its responsibilities under the *Privacy Act* for the period of April 1, 2023 to March 31, 2024. The CRRF is not reporting on behalf of wholly owned subsidiaries or non-operational institutions.

MANDATE AND RESPONSIBILITIES OF THE CRRF

The CRRF was established as part of the Japanese Canadian Redress Agreement of 1988. *The Canadian Race Relations Foundation Act* was passed in 1991 and proclaimed in 1996 "...to facilitate throughout Canada the development, sharing and application of knowledge and expertise in order to contribute to the elimination of racism and all forms of racial discrimination in Canadian society". The CRRF opened its doors in November 1997. A Crown Corporation, one of the portfolio agencies of the Department of Canadian Heritage, the CRRF operates at arm's length from the Government of Canada. The CRRF also has registered charitable status. Its operating income is derived primarily from the income generated by the investment of the endowment fund and mostly temporary funding from the Government of Canada.

The CRRF is a leading and authoritative national voice and agent of change for the elimination of all forms of racism, and the promotion of a more harmonious Canada. The CRRF is a leader in the development of a national framework for eliminating all forms of racism and helping to strengthen Canadian identity as it refers, for example, to the principles of equality of opportunity, fairness, justice and human dignity. The CRRF will advance understanding of the past and present causes and manifestations of racism, and work toward its elimination through the promotion of effective and harmonious race and ethnic relations, civic responsibility, research, supporting and promoting the development of national policies, and the establishment of information databases.

The CRRF has no formal mandate or the power to investigate complaints and impose sanctions but may make recommendations to policymakers on the elimination of racism.

The office of the CRRF is located in the City of Toronto, but its activities are national in scope.

ORGANIZATIONAL STRUCTURE

The Governor-in-Council, acting on the recommendation of the Minister responsible for Multiculturalism, appoints all members of the Board and the Executive Director.

The CRRF's strategic direction is vested in a Board of Directors consisting of a chairperson and up to eleven (11) other members from various regions of Canada. During the fiscal year 2023-2024, there was a chairperson and ten (10) members. This list of Board members is posted on the CRRF website.

An Executive Director, who serves as Chief Executive Officer and an ex-officio member of the Board, manages the CRRF's daily operations. The staff complement of the CRRF during the period under review was thirty-three (33) full-time, in addition to the Executive Director.

Section 73.1 of the Act authorizes a government institution to provide services related to any power, duty or function conferred or imposed on the head of a government institution under the Act to another government institution that is presided over by the same Minister or that is under the responsibility of the same Minister and may receive such services from any other such government institution. Such services may be provided only if the government institution enters into a written agreement with the other institution. During the reporting period, the CRRF was not subject to any service agreements under section 73.1 of the Act.

ACCESS TO INFORMATION AND PRIVACY STRUCTURE

The Director of Finance and Administration assumes the role of the CRRF's Access to Information and Privacy (ATIP) Coordinator and leads the coordination of activities related to privacy protection, including the response to any requests for personal information under the Act. During the reporting period, two part-time ATIP consultants supported the ATIP Coordinator with various activities on an as needed basis.

STATEMENT OF DELEGATION ORDER

A Delegation Order has been granted under the Act with respect to the administration of *Access to Information Act* and the *Privacy Act* requests, without the need to create a separate department to respond (For more information on the delegation of powers, see Appendix A). The person responsible for administering these applications is the Director of Finance and Administration.

STATISTICAL REPORTS

During the 2023-2024 fiscal year, the CRRF received **no request** under *the Privacy Act*. Please see Appendix B for the completed form: Statistical Report on *the Privacy Act*.

INTERPRETATION OF THE STATISTICAL REPORT

No formal requests for personal information were received in 2023-2024 and there were no outstanding requests from the previous reporting period. As such, there were no active requests as of the last day of the reporting period.

Number of formal requests	2016/17 reporting period	2017/18 reporting period	2018/19 reporting period	2019/20 reporting period	2020/21 reporting period	2021/22 reporting period	2022/23 reporting period	2023/24 reporting period
Received during reporting period	0	0	0	0	0	1	0	0
Outstanding from previous reporting period	0	0	0	0	0	0	0	0
Total requests to process during reporting period	0	0	0	0	0	1	0	0
Completed during reporting period	0	0	0	0	0	1	0	0
Carried over to next reporting period	0	0	0	0	0	0	0	0
On-time compliance rate	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

No informal requests for personal information were received. Further, no consultations were received from other government institutions and/or organizations.

No complaints related to the CRRF were filed with the Office of the Privacy Commissioner during the reporting period, and no audits or investigations were initiated or concluded. As such, there were no active complaints as of the last day of the reporting period.

PRIVACY IMPACT ASSESSMENTS (PIA)

A Privacy Impact Assessment (PIA) is a risk mitigation tool used to ensure that an activity requiring the collection, use, disclosure, retention and disposition of personal information is carried out in accordance with the *Privacy Act* and recognized privacy principles. Per Treasury Board of Canada Secretariat (TBS) guidelines, a PIA is considered complete once an approved copy has been submitted to both the Office of the Privacy Commissioner (OPC) and TBS.

No PIAs were completed during the reporting period.

Summaries of the CRRF's completed PIAs is available at the following link:

<https://crf-fcr.ca/transparency/summaries-of-privacy-impact-assessments/>

TRAINING AND AWARENESS

CRRF's part-time ATIP consultants provided the first of two privacy training sessions to all-staff in the following areas:

- Understanding the *Privacy Act* basics and importance of privacy in our day-to-day operations.
- Role of Executive Director & ATIP Coordinator in relation to CRRF's *Privacy Act* responsibilities.
- Navigating and complying with relevant privacy laws and regulations.
- Recognizing and mitigating potential privacy risks.
- Ensuring the secure handling of personal and confidential information.
- Creating privacy awareness within our organization.

DISCLOSURE OF PERSONAL INFORMATION

During the reporting period, the CRRF did not disclose personal information pursuant to subsection 8(2) of the *Privacy Act*.

MATERIAL PRIVACY BREACHES

There were no material privacy breaches during the reporting period.

SIGNIFICANT ORGANIZATIONAL CHANGES

Following extensive consultation with an accessibility consultant, the CRRF released its first accessibility plan in August 2023, followed by a progress report in December to track improvements to accessibility in 2023-2024. The CRRF set and completed four goals over the past fiscal year:

- Train all employees on disability and accessibility.
- Make our website more accessible.
- Make our public newsletter more accessible.
- Make a checklist for planning accessible events

During the period covered by this report funding from the Government of Canada increased to \$18 million over two years from \$11 million.

OVERVIEW OF NEW AND/OR REVISED INSTITUTIONAL *PRIVACY ACT* POLICIES AND PROCEDURES

No changes to report.

INITIATIVES AND PROJECTS TO IMPROVE PRIVACY

CRRF's part-time ATIP consultants will provide the second privacy training session to all-staff in June 2024, and developed the relevant training materials during the reporting period.

The ATIP Coordinator regularly participates in TBS ATIP community meetings to receive relevant information in support of the CRRF's ATIP compliance obligations.

The CRRF leverages ATIP online management tools to ensure secure and timely request processing.

MONITORING COMPLIANCE

Except for the 2021-2022, reporting period, the CRRF did not receive any request under *the Privacy Act*. As such, no formal policy has been established for the monitoring of request timelines, the need to limit inter-institutional consultations, or in regard to frequently requested subject matter with a view to making that information available by other means, as feasible.

While there was no formal monitoring in place regarding access to information and privacy clauses in contracts and agreements, the CRRF worked to include more detailed clauses in its contracts and agreement during the reporting period, on an adhoc basis. Work continued in the 2023-2024 reporting period, in an effort to standardize these clauses.

SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

No complaints were received or concluded during the reporting period.

APPENDIX A

CANADIAN RACE RELATIONS FOUNDATION Delegation Order under the *Access to Information Act* and the *Privacy Act* for 2023/24 reporting period

Pursuant to sections 73 of the *Access to Information Act* and the *Privacy Act*, I hereby delegate my powers, duties, and functions to the persons who hold the positions set out in the Schedule hereto, subject to the following conditions:

- (a) that the persons to whom my powers, duties, or functions are delegated are bound in the exercise of those powers, duties, or functions by the jurisdictional, legislative, and administrative limitations to which I am subject;
- (b) that the powers, duties, or functions delegated to any person may also be exercised by another person who holds the person's position in an acting capacity to which he or she has been duly appointed;
- (c) that notwithstanding the Delegation Order of my powers, duties, or functions, I may exercise at any time any of the powers, duties, or functions delegated.

This Delegation Order is effective on and from the date shown below and shall remain in effect until revoked. I may revoke or amend this Delegation Order at any time. This Delegation Order supersedes all previous Delegation Orders.

Schedule		
Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Director, Finance and Administration	Full authority	Full authority

Dated at the City of Toronto, this 1 day of April 2023



Mohammed Hashim, Executive Director - Canadian Race Relations Foundation

APPENDIX B

Statistical Report on the *Privacy Act*

Name of institution: Canadian Race Relations Foundation

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		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
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

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

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

3.5.3 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	0
Percentage of requests closed within legislated timelines (%)	0

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
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$725
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$725

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.005
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.005

Note: Enter values to three decimal places.