



Northern Pipeline  
Agency

Administration du pipe-line  
du Nord

***Privacy Act***  
**Annual Report to Parliament 2019-2020**

---

**Northern Pipeline Agency**

Canada 

**Report on the *Privacy Act***

1. Introduction .....	2
The <i>Privacy Act</i> .....	2
The Northern Pipeline Agency .....	2
Description .....	2
Mandate .....	2
2. Organizational Structure .....	3
3. Delegation Order .....	3
4. Highlights of the Statistical Report, 2019-2020 .....	3
5. Training and Awareness .....	4
6. Policies, Guidelines, Procedures and Initiatives .....	4
7. Summary of Key Issues and Actions Taken on Complaints or Audits .....	4
8. Monitoring Compliance .....	4
9. Material Privacy Breaches .....	4
10. Privacy Impact Assessments (PIAs) .....	5
11. Public Interest Disclosures .....	5
<i>Annex A: Delegation Order</i> .....	6
<i>Annex B: Statistical Report</i> .....	7
<i>Annex C: Supplemental Statistical Report</i> .....	15

### 1. Introduction

This annual report describes how the Northern Pipeline Agency (NPA) met its responsibilities in administering the *Privacy Act* (Act) during fiscal year 2019-2020

#### The *Privacy Act*

The purpose of the *Privacy Act*, which came into force on July 1, 1983, is to provide individuals with the right of access to and correction of personal information about themselves that is under the control of a government institution. The *Act* also provides the legal framework for the collection, retention, use, disclosure, disposition and accuracy of personal information in the administration of programs and activities by government institutions subject to the *Act*.

Section 72 of the *Privacy Act* requires that the head of every government institution prepare an annual report on the administration of the *Act* during the financial year and table it in Parliament.

#### The Northern Pipeline Agency

##### Description

The NPA was created with the proclamation of *the Northern Pipeline Act* in April 1978 to oversee planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project by the Foothills Group of Companies. The Minister of Natural Resources is responsible for the *Northern Pipeline Act*, and for the management and direction of the NPA and reporting to Parliament on its activities. The Deputy Minister of Natural Resources serves as the Commissioner of the NPA.

##### Mandate

The NPA mandate is twofold. First, it carries out Government of Canada responsibilities in relation to the pipeline and facilitates the efficient and expeditious planning and construction of the pipeline, taking into account local and regional interests, in particular those of Indigenous peoples. Secondly, it maximizes the social and economic benefits from the construction and operation of the pipeline while at the same time minimizing any adverse effect on the social and environmental conditions of the areas most directly affected by the pipeline.

The NPA acts as a single window between federal authorities and the Foothills Group of Companies (now owned completely by TC Energy), and between provincial and territorial governments, and the Government of the United States. In keeping with the

*Northern Pipeline Act*, many regulatory powers of other Government of Canada departments and agencies related to the pipeline project are delegated to the NPA. This is not the case for those powers reserved exclusively to the Canada Energy Regulator or shared between the Canada Energy Regulator and the NPA.

## **2. Organizational Structure**

Privacy-related activities for the NPA, such as the processing of requests under the *Privacy Act*, the preparation of the *Privacy Act* statistical and Annual Reports for 2019-2020 are handled by Natural Resources Canada's (NRCan) Access to Information and Privacy (ATIP) Secretariat, as per the NRCan-NPA Service Letter of Agreement. There are 0.02 full-time equivalents dedicated to support the NPA's privacy function during the reporting period.

## **3. Delegation Order**

See Annex A for current delegation order.

## **4. Highlights of the Statistical Report, 2019-2020**

### **Multi-year trends 2017-18 to 2019-2020**

From April 1, 2019 to March 31, 2020, the NPA received no requests under the *Privacy Act*. This trend is consistent with the 2018-2019 and 2017-2018 reporting periods where the NPA received no requests.

For more information, the statistical report can be found at Appendix B of the current report.

### **2019-2020 Supplemental Statistical Report on the *Access to Information Act* – Requests affected by COVID-19 measures**

During the 2019-2020 reporting period, no requests were received from March 14, 2020 to March 31, 2020. Furthermore, no requests were closed from March 14, 2020 to March 31, 2020 and no requests were carried over to the 2020-2021 reporting period.

For more information, the statistical report can be found at Appendix C of the current report.

## **Impact of COVID-19-related measures on NPA's ability to fulfill its *Access to Information Act* responsibilities, and mitigations measures.**

No impact to service occurred during the requested period as the NPA did not receive any access to information requests; however, as a result of confinement, access to classified information was limited and some of the infrastructure (software and secured tracking system) was no longer accessible to employees. Because of this, some requests (none of which involved the NPA) were delayed in their processing as the NRCan-ATIP Secretariat was using a new tool to assist with the processing.

## **5. Training and Awareness**

No privacy-related training activities were provided to, or requested by, NPA personnel in 2019-2020.

## **6. Policies, Guidelines, Procedures and Initiatives**

No new or revised privacy-related policies, guidelines or procedures were implemented during the reporting period.

Effective January 1, 2015, the NPA started to use the Open Government website to provide its monthly summaries. Until that time, the NPA released its summaries on its own website.

## **7. Summary of Key Issues and Actions Taken on Complaints or Audits**

There were no complaints or investigations received during this period or carried forward from the previous reporting period.

## **8. Monitoring Compliance**

No monitoring was conducted during the reporting period.

## **9. Material Privacy Breaches**

No material privacy breaches occurred during the reporting period.

## **10. Privacy Impact Assessments (PIAs)**

There were no PIAs completed during the reporting period.

## **11. Public Interest Disclosures**

There were not disclosures made under paragraph 8(2)(m) of the *Privacy Act* during the reporting period.

## ***Annex A: Delegation Order***

---

<b>Position</b>	<b>Sections of the <i>Privacy Act</i></b>
Deputy Minister	8(2)(m)
Departmental Coordinator, Access to Information and Privacy (Departmental wide)	8(2)(a) - (i), 8(5), 9(3), 9(4)(a), 14, 15, 17(2)(b), 18(2), 19 - 28, 33(2), 35(1), 35(4), 69, 70

## ***Annex B: Statistical Report***

### **Statistical Report on the *Privacy Act***

**Name of institution:** Northern Pipeline Agency

**Reporting period:** 2019-04-01 to 2020-03-31

#### **Section 1: Requests Under the *Privacy Act***

##### **1.1 Number of requests**

	<b>Number of Requests</b>
Received during reporting period	0
Outstanding from previous reporting period	0
<b>Total</b>	0
Closed during reporting period	0
Carried over to next reporting period	0

#### **Section 2: Requests Closed During the Reporting Period**

##### **2.1 Disposition and completion time**

<b>Disposition of Requests</b>	<b>Completion Time</b>							<b>Total</b>
	<b>1 to 15 Days</b>	<b>16 to 30 Days</b>	<b>31 to 60 Days</b>	<b>61 to 120 Days</b>	<b>121 to 180 Days</b>	<b>181 to 365 Days</b>	<b>More Than 365 Days</b>	
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	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0



## 2.2 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		

## 2.3 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

## 2.4 Format of information released

Paper	Electronic	Other
0	0	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

## 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## 2.5.3 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
<b>Total</b>	0	0	0	0	0

## 2.6 Closed requests

### 2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

## 2.7 Deemed refusals

### 2.7.1 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
Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timelines 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	
<b>Total</b>	0	0	0	

## 2.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## Section 3: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

## Section 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
<b>Total</b>	0

## Section 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
0	0	0	0	0	0	0	0	0

### 5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater								0
<b>Total</b>	0	0	0	0	0	0	0	0

## Section 6: Consultations Received From Other Institutions and Organizations

### 6.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over to the next reporting period	0	0	0	0

## 6.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							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
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

## 6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							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
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

## Section 7: Completion Time of Consultations on Cabinet Confidences

### 7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

## Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)

### 9.1 Privacy Impact Assessments

Number of PIA(s) completed	0
----------------------------	---

## 9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	0	0	0	0

## Section 10: Material Privacy Breaches

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

## Section 11: Resources Related to the *Privacy Act*

### 11.1 Costs

Expenditures	Amount
Salaries	\$200
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
<b>Total</b>	<b>\$200</b>

### 11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.02
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.02</b>

**Note:** Enter values to two decimal places.

## ***Annex C: Supplemental Statistical Report***

---

### **2019-2020 Supplemental Statistical Report on the *Privacy Act* – Requests affected by COVID-19 measures**

**Table 1 – Requests Received**

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

	<b>Number of requests</b>
Received from 2019-04-01 to 2020-03-13	0
Received from 2020-03-14 to 2020-03-31	0
<b>Total</b>	0

**Table 2 – Requests Closed**

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

	<b>Number of requests closed within the legislated timelines</b>	<b>Number of requests closed past the legislated timelines</b>
Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	0	0
Received from 2020-03-14 to 2020-03-31	0	0
<b>Total</b>	0	0

**Table 3 – Requests Carried Over**

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

	<b>Number of requests</b>
Requests from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	0
Requests from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	0
<b>Total</b>	0