



CANADA-NEWFOUNDLAND & LABRADOR

**CNLOPB**

OFFSHORE PETROLEUM BOARD

## *Privacy Act*

Annual Report to Parliament

April 1, 2018 – March 31, 2019

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## **1. INTRODUCTION**

This annual report is intended to describe how the Canada-Newfoundland and Labrador Offshore Petroleum Board administered its responsibilities in the operation of the *Privacy Act*.

The *Privacy Act (revised Statutes of Canada, Chapter A-1 985)* was proclaimed on July 1, 1983.

*2. The purpose of this Act is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information.*

This report has been prepared pursuant to section 72 of the *Privacy Act*.

*72. (1) The head of every government institution shall prepare for submission to Parliament an annual report on the administration of this Act within the institution during each financial year.*

### **a. C-NLOPB OVERVIEW**

The Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB) was established by the Federal and Provincial Atlantic Accord Implementation Acts as an independent arms-length regulator for the exploration for, and development and production of, the oil and gas resources in the Canada-Newfoundland and Labrador Offshore Area. It reports to the Government of Newfoundland and Labrador and the Government of Canada through the Province's Minister for Natural Resources, Minister for Service NL and the Federal Minister for Natural Resources Canada.

### **b. C-NLOPB MANDATE**

To interpret and apply the provisions of the Atlantic Accord and the *Atlantic Accord Implementation Acts* to all activities of operators in the Newfoundland and Labrador Offshore Area; and, to oversee operator compliance with those statutory provisions.

### **c. C-NLOPB ROLE**

In the implementation of its mandate, the role of the C-NLOPB is to facilitate the exploration for and development of the hydrocarbon resources in the Newfoundland and Labrador Offshore Area in a manner that conforms to the statutory provisions for:

- offshore safety;
- environmental protection;
- effective management of land tenure;
- resource management; and,
- Canada-Newfoundland and Labrador benefits.

Worker health and safety and environmental protection will be paramount in all Board decisions.

**d. C-NLOPB OBJECTIVES**

**i. SAFETY**

- To verify that operators have appropriate safety plans in place.
- To verify, through audits and inspections, that operators follow their safety plans and applicable statutory requirements.
- To verify, through compliance actions, that deviations from approved plans and applicable statutory requirements are corrected.

**ii. ENVIRONMENT**

- To verify that operators assess and provide for effects of the environment on the safety of their operations.
- To verify that operators perform an environmental assessment pursuant to Canadian regulations, of the effects of their operations on the environment, and prepare a plan and provide for mitigation where appropriate.
- To verify, through compliance actions, that operators comply with their environmental plans.

**iii. RESOURCE MANAGEMENT**

- Effective and efficient administration of land tenure.
- Oversight of production activities for consistency with maximum recovery, good oilfield practice, production accounting and approved plans.
- To build a knowledge base for the Newfoundland & Labrador Offshore Area through the acquisition and curation of data from exploration and production activity.

**iv. BENEFITS**

- To verify operators comply with an approved Canada-Newfoundland and Labrador Benefits Plan that addresses their statutory obligations.

## **2. ORGANIZATION AND IMPLEMENTATION OF THE ACT**

The C-NLOPB's Access to Information and Privacy responsibilities are assigned to the Exploration and Information Resources Department. The Information Resources Manager, co-ordinates and processes requests as received in the Information Resources Centre. Information Resources staff and when required Legal Counsel have been tasked with the responsibility of reviewing and assisting with the processing of requests received under the *Privacy Act*, other staff of the C-NLOPB are consulted as required when completing requests.

The C-NLOPB's enabling legislation contains a provision (s. 119) which prohibits the C-NLOPB from releasing confidential information obtained from companies operating in the Newfoundland and Labrador Offshore Area without the consent of the party which provided it. The Access to Information Coordinator must be diligent in dealing with requests to ensure that the C-NLOPB's s.119 obligations are not compromised and must undertake appropriate notification or consultation with interested parties before disclosing these records.

The Coordinator is responsible for providing updates of the C-NLOPB's information holdings to the Treasury Board Secretariat for inclusion in the Info Source publication.

### **a. PROCESSING OF FORMAL REQUESTS**

To ensure effective and consistent administration of the legislation, the C-NLOPB maintains a system for processing requests aimed at disclosing the maximum information possible to the requestor which is not injurious to the public and private interest. The process also ensures that all representations from mandatory consultations, deliberations, and decisions expressed concerning each request are respected and responded to in the most timely and consistent manner given the nature and scope of the request.

### **b. PUBLIC ACCESS FACILITIES**

The C-NLOPB maintains a public resource centre at its offices in TD Place in St. John's Newfoundland and Labrador, which is available as an Access Reading Room for the purpose of examining records that can be disclosed.

### 3. DELEGATION ORDER

The C-NLOPB's Information Resources Manager has been designated Access to Information and Privacy Coordinator and exercises the powers delegated pursuant to the legislation.

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**MEMO TO:** Roger Grimes  
Acting Chair

**FROM:** Trevor Bennett  
Information Resources Manager

**DATE:** April 30, 2019

**SUBJECT:** Designation of Privacy and Information Officer

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Pursuant to the Board's By-Law No. 1, as amended (Schedule I – Paragraph 2(a)(lxiii), the Chair may resolve, perform, or authorize on behalf of the Board any other matter or action required of the Board pursuant to any other Act of Parliament or the Legislature of Newfoundland and Labrador.

Please indicate your approval to have Trevor Bennett, Information Resources Manager, designated the Privacy and Information Officer on behalf of the Board by signing the attached form and returning same to myself or John Crocker for further handling.

Attachment

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**DELEGATION ORDER**

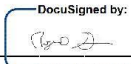
**Pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act***

Roger Grimes, of the Canada-Newfoundland and Labrador Offshore Petroleum Board, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the person holding the position set out in the Schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Chair and Chief Executive Officer of the Canada-Newfoundland and Labrador Offshore Petroleum Board, under the provisions of the *Act* and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders and appointments.

**Schedule**

| Position                             | <i>Access to Information Act</i> and Regulations | <i>Privacy Act</i> and Regulations |
|--------------------------------------|--|------------------------------------|
| <b>Information Resources Manager</b> | <b>Full Authority</b>                            | <b>Full Authority</b>              |

Dated this 30<sup>th</sup> day of April, 2019

DocuSigned by:  
  
 Roger Grimes<sup>76FF6A85176140A...</sup>  
 Acting Chair

**4. SUMMARY OF PRIVACY REQUESTS**

The C-NLOPB did not receive any requests under the *Privacy Act* during the reporting period. This is consistent with the previous five years as the C-NLOPB has not received a Privacy Act request in that timeframe.

**a. STATISTICAL REPORT**

The following pages detail the C-NLOPB's statistical report on the Access to Information Act.



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

**Name of institution:** Canada-Newfoundland and Labrador Offshore Petroleum Board

**Reporting period:** 2018-04-01 to 2019-03-31

**Part 1: Requests Under the Privacy Act**

|  | Number of Requests |
|--|--------------------|
| 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                  |

**Part 2: Requests Closed During the Reporting Period**

**2.1 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               | 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                  | 28      | 0                  |
| 21       | 0                  | 22.3          | 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

| Disposition       | Paper    | Electronic | Other formats |
|-------------------|----------|------------|---------------|
| All disclosed     | 0        | 0          | 0             |
| Disclosed in part | 0        | 0          | 0             |
| <b>Total</b>      | <b>0</b> | <b>0</b>   | <b>0</b>      |

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

| Disposition of Requests      | Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|------------------------------|---------------------------|---------------------------|--------------------|
| All disclosed                | 0                         | 0                         | 0                  |
| Disclosed in part            | 0                         | 0                         | 0                  |
| All exempted                 | 0                         | 0                         | 0                  |
| All excluded                 | 0                         | 0                         | 0                  |
| Request abandoned            | 0                         | 0                         | 0                  |
| Neither confirmed nor denied | 0                         | 0                         | 0                  |
| <b>Total</b>                 | <b>0</b>                  | <b>0</b>                  | <b>0</b>           |

**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 Deemed refusals**

**2.6.1 Reasons for not meeting statutory deadline**

| Number of Requests Closed Past the Statutory Deadline | Principal Reason |                       |                       |       |
|---|------------------|-----------------------|-----------------------|-------|
|   | Workload         | External Consultation | Internal Consultation | Other |
| 0   | 0                | 0                     | 0                     | 0     |

### 2.6.2 Number of days past deadline

| Number of Days Past Deadline | Number of Requests Past Deadline Where No Extension Was Taken | Number of Requests Past Deadline 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     |

### 2.7 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     |

### Part 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     |

### Part 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      |

### Part 5: Extensions

#### 5.1 Reasons for extensions and disposition of requests

| Disposition of Requests Where an Extension Was Taken | 15(a)(i)<br>Interference With Operations | 15(a)(ii)<br>Consultation |       | 15(b)<br>Translation or Conversion |
|--|--|---------------------------|-------|------------------------------------|
|  |  | Section 70                | Other |                                    |
| All disclosed  | 0  | 0                         | 0     | 0                                  |
| Disclosed in part                                    | 0  | 0                         | 0     | 0                                  |
| All exempted   | 0  | 0                         | 0     | 0                                  |
| All excluded   | 0  | 0                         | 0     | 0                                  |
| No records exist                                     | 0  | 0                         | 0     | 0                                  |
| Request abandoned                                    | 0  | 0                         | 0     | 0                                  |
| <b>Total</b>   | 0  | 0                         | 0     | 0                                  |

## 5.2 Length of extensions

| Length of Extensions | 15(a)(i)<br>Interference with<br>operations | 15(a)(ii)<br>Consultation |       | 15(b)<br>Translation<br>purposes |
|----------------------|---|---------------------------|-------|----------------------------------|
|                      |   | Section 70                | Other |                                  |
| 1 to 15 days         | 0   | 0                         | 0     | 0                                |
| 16 to 30 days        | 0   | 0                         | 0     | 0                                |
| <b>Total</b>         | 0   | 0                         | 0     | 0                                |

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

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

| Consultations                                     | Other Government<br>of Canada<br>Institutions | Number of Pages<br>to Review | Other<br>Organizations | Number of Pages<br>to Review |
|---|---|------------------------------|------------------------|------------------------------|
| Received during the reporting<br>period           | 0   | 0                            | 0                      | 0                            |
| Outstanding from the previous<br>reporting period | 0   | 0                            | 0                      | 0                            |
| <b>Total</b>                                      | 0   | 0                            | 0                      | 0                            |
| Closed during the reporting period                | 0   | 0                            | 0                      | 0                            |
| Pending at the end of the reporting<br>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<br>Days   | 16 to 30<br>Days | 31 to 60<br>Days | 61 to<br>120 Days | 121 to<br>180 Days | 181 to<br>365 Days | More<br>Than 365<br>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     |

**Part 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               |

**Part 8: Complaints and Investigations Notices Received**

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

**Part 9: Privacy Impact Assessments (PIAs)**

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

**Part 10: Resources Related to the *Privacy Act***

**10.1 Costs**

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

**10.2 Human Resources**

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

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

**5. EDUCATION ACTIVITIES**

Apart from on-boarding of new employees, no formal educational activities related to the *Privacy Act* occurred during the reporting period.

**6. POLICY PROCEDURES IMPLEMENTED**

The C-NLOPB finalized and approved the *Privacy Compliance Policy* as of October 27, 2016.

**7. COMPLAINTS AND INVESTIGATIONS**

There were no complaints made to the Privacy Commissioner regarding the C-NLOPB interpretation of the *Privacy Act* during the reporting period.

**8. PRIVACY IMPACT ASSESSMENTS**

The C-NLOPB did not complete any Privacy impact Assessments during the reporting period.

**9. PUBLIC INTEREST DISCLOSURES**

The C-NLOPB did not make any disclosures under paragraph 8 (2)(m) of the *Privacy Act* during the reporting period.

**10. MONITORING REQUESTS**

The C-NLOPB did not monitor time to process requests during the reporting period.

**11. PRIVACY BREACHES**

The C-NLOPB did not have any material privacy breaches during the reporting period.