



CANADA-NEWFOUNDLAND & LABRADOR

**CNLOPB**

OFFSHORE PETROLEUM BOARD

## *Privacy Act*

Annual Report to Parliament

April 1, 2020 – March 31, 2021

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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) Every year the head of every government institution shall prepare a report on the administration of this Act within the institution during the period beginning on April 1 of the preceding year and ending on March 31 of the current 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 of Industry, Energy and Technology and the Federal Minister of Natural Resources.

### **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 *Privacy Act* 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 did not enter any service agreements under section 73.1 of the *Privacy Act* during the reporting period.

The C-NLOPB's enabling legislation, [Canada-Newfoundland and Labrador Atlantic Accord Implementation Act, S.C. 1987, c.3.](#) (*C-NLAAIA*), 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 Access Reading Rooms at its offices in The Tower Corporate Campus in St. John's, Newfoundland and Labrador, which are available for the purpose of examining records which 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 (Appendix A).

#### **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.

The C-NLOPB instituted a work from home policy as a result of the COVID 19 pandemic, this however did not impede *Privacy Act* activities during the reporting period.

##### **a. STATISTICAL REPORT**

The C-NLOPB's statistical report on the *Privacy Act* is presented in Appendix B and the Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act* is presented in Appendix C.

#### **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**

There were no new policies related to the *Privacy Act* implemented during the reporting period.

#### **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.

**APPENDIX A - DELEGATION ORDER**

MEMO TO: Scott Tessier  
Chief Executive Officer

FROM: Trevor Bennett  
Information Resources Manager

DATE: February 25, 2020

SUBJECT: Designation of Privacy and Information Officer

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Pursuant to section 3 of the *Access to Information Act*, R.S.C., 1985, c. A-1 (*ATIA Act*) and the *Privacy Act*, R.S.C., 1985, c. P-21 (*Privacy Act*) the head, in respect of the Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB), means the Chief Executive Officer;

- (a) in the case of a department or ministry of state, the member of the Queen's Privy Council for Canada who presides over the department or ministry, or
- (b) in any other case, either the person designated under subsection 3.2(2) to be the head of the institution for the purposes of this Act or, if no such person is designated, the chief executive officer of the institution, whatever their title;**

And pursuant to section 95(1) of the *ATIA Act* and 73 of the *Privacy Act*;

95(1) The head of a government institution may, by order, delegate any of their powers, duties or functions under this *Act* to one or more officers or employees of that institution.

73(1) The head of a government institution may, by order, delegate any of their powers, duties or functions under this *Act* to one or more officers or employees of that institution.

Therefore, please indicate your approval to have myself designated the Privacy and Information Officer on behalf of the C-NLOPB by signing the attached form and returning same to myself or John Crocker for further handling.



DELEGATION ORDER

**Pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act***

The head of the Canada-Newfoundland and Labrador Offshore Petroleum Board, Scott Tessier, Chief Executive Officer, pursuant to section 95 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 Chief Executive Officer of the Canada-Newfoundland and Labrador Offshore Petroleum Board, under the provisions of the Acts and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders and appointments.

**Schedule**

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

Dated this 25 day of February, 2020




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Scott Tessier  
 Chief Executive Officer

**APPENDIX B - STATISTICAL REPORT**

## Statistical Report on the *Privacy Act*

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

Reporting period: 2020-04-01 to 2021-03-31

### Section 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

### Section 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
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

Appendix B

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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

### 2.7.2 Requests 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 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			
	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	15(b) Translation purposes or conversion
<b>Total</b>	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		
	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	15(b) Translation purposes or conversion
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	0	0	0	0	0	0	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
Pending at the end of the 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
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
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)**

Number of PIA(s) completed	0
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**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		\$0
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$0</b>

### 11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.000
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>0.00</b>

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

**APPENDIX C - SUPPLEMENTAL STATISTICAL REPORT**



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

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

Reporting period: 4/1/2020 to 3/31/2021

### Section 1: Capacity to Receive Requests

1.1 Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

### Section 2: Capacity to Process Records

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	-	-	52	52
Protecte B Paper Records	-	-	52	52
Secret and Top Secret Paper Records	-	-	52	52

2.1 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	-	-	52	52
Protecte B Paper Records	-	-	52	52
Secret and Top Secret Paper Records	-	-	52	52