

CANADA-NOVA SCOTIA
OFFSHORE PETROLEUM BOARD

Canada-Nova Scotia Offshore Petroleum Board

**Privacy Act
2023-2024 Annual Report to Parliament**

April 1, 2023 to March 31, 2024

PRIVACY ACT

2023-2024 ANNUAL REPORT TO PARLIAMENT

Introduction

The *Privacy Act* gives Canadian citizens & foreign nationals the right to access personal information held by the government and protection of that information against unauthorized use and disclosure. Ministers and heads of agencies are responsible to ensure that their organizations comply with privacy legislation.

This is the annual report to Parliament on the administration of the *Privacy Act* within the Canada-Nova Scotia Offshore Petroleum Board (CNSOPB) during the CNSOPB's financial year ending March 31, 2024, prepared in accordance with Section 72 of the *Privacy Act* and is tabled in Parliament as required by Section 72 of the *Act*.

The CNSOPB

The CNSOPB was constituted in 1990 under the federal *Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act*, S.C. 1988, c.28 (the "Accord Act"), and the provincial *Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation (Nova Scotia) Act*, S.N.S. 1987, c.3, to regulate oil and gas exploration, development, and production in the Nova Scotia offshore area. Currently, the CNSOPB is the lifecycle regulator responsible for the regulation of petroleum activities in the Canada-Nova Scotia offshore area, including:

- health and safety of offshore workers;
- protection of the environment;
- management and conservation of offshore petroleum resources;
- compliance with the provisions of the *Accord Acts* that deal with Canada-Nova Scotia employment and industrial benefits;
- issuance of licences for offshore exploration and development, and
- resource evaluation, data collection, curation, and distribution.

The CNSOPB reports to the federal Minister of Energy and Natural Resources in Ottawa, Ontario, and the provincial Minister of Natural Resources and Renewables in Halifax, Nova Scotia. The Board of Directors is composed of five members and two alternate members; the Chair is appointed jointly by the federal and provincial governments; two members and an alternate member are appointed by the federal government and two members, and an alternate member are appointed by the Nova Scotia provincial government. There are no vacancies on the Board of Directors. The CNSOPB currently has a staff of 21 employees, located at the CNSOPB office in Dartmouth, Nova Scotia and working remotely. The CNSOPB is designated as a "government institution" in Schedule I of the *Privacy Act*.

CNSOPB Organizational Structure

The CNSOPB is staffed by 21 full-time employees: Chief Executive Officer, three directors and 17 staff. Our staff is comprised of health and safety, environment, geoscience and conservation specialists that provide direction and regulation to oil and gas companies in the Canada-Nova Scotia offshore area. The remainder of the staff provide technical and administrative support. The Information Services staff handles archived data submitted by offshore operators as required by the authorization process and samples submitted from offshore exploration.

The Chair of the Board was designated as the “head” of the Board of Directors within the meaning of Section 3(2) of the *Privacy Act* by an amendment dated April 8, 1992 (SI/92-55) of the *Access to Information Act Heads of Government Institutions Designation Order*, P.C. 1983-1835. The Chair of the Board has designated the CNSOPB’s Chief Executive Officer; the Access to Information & Privacy Coordinator (ATIP Coordinator); General Counsel; and Director, Information Services to exercise or perform any of the powers, duties or functions of the Chair of the Board under the *Privacy Act* in accordance with Section 73(1) of the *Act*. (A copy of the Delegation Order is attached).

The CNSOPB does not have any services agreements under Section 73.1 of the *Privacy Act*.

Performance 2023-2024

A statistical report for the year ending March 31, 2024, is attached. This report reflects two formal privacy requests received and closed during the reporting period of 2023-2024. Both personal information requests received were responded to within 15 days. No records or personal information of either individual existed within the institution. One hundred percent of requests have been closed during the reporting period. There are currently no active requests or open complaints. No consultation requests from other institutions were received.

Training and Awareness

Each new hire at the CNSOPB is given a Records and Information Management orientation, and as part of this orientation they are provided with training related to Access to Information and Privacy (ATIP) requirements. The ATIP Coordinator keeps staff updated on any changes or new requirements under the *Privacy Act* as needed.

During this reporting period, three new staff members participated in an orientation session provided by the ATIP Coordinator covering the topics of the *Access to Information Act*, the *Privacy Act*, and CNSOPB’s internal policies.

The ATIP Coordinator virtually attended multiple Access to Information and Privacy community meetings, information sessions and deep dive presentations provided by the Treasury Board of Canada Secretariat.

The Information Technology team provides staff with monthly training tips related to security & privacy best practices. Additional training is provided on an ad hoc basis. The Management team and Human Resources are briefed monthly on security risks or concerns. The CNSOPB Board Members are briefed annually on the measures the CNSOPB has implemented to reduce security and privacy risks. All staff have been individually briefed on Multi-Factor Authentication and how it protects their CNSOPB account and devices. SonicWall Cloud security monitors One Drive, Share Point and Exchange, and Malwarebytes antivirus protection has been implemented on all CNSOPB workstations and provides Antivirus, Malware and Web protection.

Policies, Procedures and Guidelines

In light of the small staff size and minimal formal requests for information, the CNSOPB has not found it necessary to develop individual formal policies and procedures for responding to requests under the *Privacy Act*. Instead, CNSOPB policies and procedures for Privacy requests have been combined with CNSOPB Access to Information policies and procedures. Formal requests for private information are referred to the CNSOPB's ATIP Coordinator.

Information Technology and Management policies and procedures are maintained to educate staff on privacy and cyber security.

Initiatives & Projects to Improve Privacy

The CNSOPB introduced a five-year strategic objective related to Information and Technology Transformation. A new position for an Advisor, Security & Continuity was created to elevate the importance and resource requirements related to Security and Privacy risks. The CNSOPB participated in the national federal government cyber security exercise and opportunities for improvement were applied to CNSOPB's plans and procedures. Also under development are Information Governance and Information Security programs.

Summary of Key Issues and Actions Taken on Complaints

No complaints and/or investigations were received during the reporting period, which is consistent with the past five years.

Material Privacy Breaches

The CNSOPB had no privacy breaches during the 2023-2024 reporting period.

Privacy Act Impact Assessment

No *Privacy Act* Impact Assessments were completed during this reporting period.

Public Interest Disclosures

No disclosures were made under paragraph 8 (2) (m) during the 2023-2024 reporting period.

Monitoring Compliance

No formal monitoring is conducted as the ATIP Coordinator is responsible for tracking privacy requests. Staff are asked to track their time spent searching for relevant information.

Costs

A total amount of \$760 in salaries were associated with *Privacy Act* requests during the 2023-2024 reporting period. These costs are related to responding to two privacy requests and preparing the annual report.

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	0 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	2	0	0	0	0	0	0	2
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	2	0	0	0	0	0	0	2

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 Complexity

3.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

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

3.5.2 Relevant pages processed per request disposition for paper, e-record and dataset formats by size of requests

Disposition	Less 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 Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
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
Total	0	0	0	0	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	2
Percentage of requests closed within legislated timelines (%)	100

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

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

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

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	15	0	0	0
Central	0	0	0	0
Total	15	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

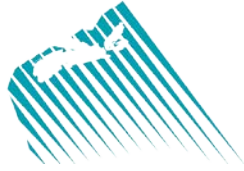
12.1 Allocated Costs

Expenditures	Amount
Salaries	\$760
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$760

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.010
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.010

Note: Enter values to three decimal places.



CANADA-NOVA SCOTIA
OFFSHORE PETROLEUM BOARD

Delegation Under the Access to Information Act & Privacy Act

The Chairperson, Canada-Nova Scotia Offshore Petroleum Board (CNSOPB) pursuant to section 95(1) of the *Access to Information Act* and section 73(1) of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of Chairperson as the head of CNSOPB under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Schedule		
Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Chief Executive Officer	Full authority	Full authority
General Counsel	Full authority	Full authority
Director, Information Services	Full authority	Full authority
Access to Information & Privacy Coordinator	Full authority	Full authority

Barbara Pike, Chairperson
Canada-Nova Scotia Offshore Petroleum Board

August 18, 2023

Date