

COPYRIGHT BOARD OF CANADA

**ANNUAL REPORT
PRIVACY ACT**

2020-2021

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ANNUAL REPORT PRIVACY ACT FOR REPORTING PERIOD OF APRIL 1, 2020, TO MARCH 31, 2021

1. INTRODUCTION

In accordance with the provisions of section 72 of the *Privacy Act* (the “*Act*”), the Copyright Board of Canada has prepared its annual report on the administration of this *Act*.

The *Act* extends the present laws of Canada to 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. It is based on the principles that the collection and use of personal information is essential to the performance of many federal government activities and programs. However, individuals have the right to a reasonable expectation of privacy, including a basic right to exercise control over their own personal information.

The Copyright Board of Canada establishes the tariffs which set the royalties to be paid for the use of copyrighted content which rights are being administered collectively by a society. The Board also issues licences which set the royalties to be paid for the use of copyrighted content when the copyright owner cannot be located. By issuing fair and equitable tariffs and licences in a timely manner, the Board encourages the development and adoption of new technologies and stimulates innovation in the Canadian creative economy. Its work also promotes confidence in Canada’s copyright licencing processes.

The COVID-19 global health crisis early in 2020-2021 created considerable challenges for the Board, as it did for all federal institutions. The Board was able to adapt its priorities to this new reality, and found practical and effective ways to continue its services in the face of uncertainty and constant change, both for itself and in consideration of its stakeholders. The Board was well positioned internally, having already integrated remote work into its business practices and was able to respond to the needs and interests of parties and stakeholders, like small businesses, affected by the pandemic.

2. ORGANIZATION OF PRIVACY ACTIVITIES

The administration of the *Act* is the responsibility of the Secretariat of the Board. All requests are received and processed by the Secretary General who acts as the Access to Information and Privacy coordinator.

3. **DELEGATION ORDER**

A copy of the delegation order is included with this report.

4. **STATISTICAL REPORT**

The Board received one (1) request for personal information between April 1, 2020, and March 31, 2021, however, this request was fully completed within 121 and 180 days after reception. The Board incurred cost in the amount of \$3,571 for the administration of the *Act*.

5. **TRAINING ACTIVITIES**

The Access to Information and Privacy coordinator keeps abreast of new development through information communiqués received on a regular basis from the Information and Privacy Policy Division of the Chief Information Officer Branch at Treasury Board. However, no formal training was undertaken by the personnel of the Copyright Board of Canada.

6. **POLICIES, GUIDELINES AND PROCEDURES**

The Board did not implement any new policies, guidelines and procedures during the reporting period.

7. **COMPLAINTS**

No complaint was filed with the Privacy Commissioner during the reporting period.

8. **MONITORING OF THE TIME TO PROCESS A REQUEST**

The Board is a micro-organization which does not have the resources to have a group dedicated to the management of these requests. In general, the Board receives very few requests annually. Requests are usually completed in a timely fashion.

9. **DATA SHARING ACTIVITIES**

No material privacy breaches have occurred during the reporting period.

10. **PRIVACY IMPACT ASSESSMENTS**

The Board did not undertake any Privacy Impact Assessments.

11. **PERSONAL INFORMATION DISCLOSURE**

The Board did not disclose any personal information under paragraph 8(2)(m) of the *Act*.