

Annual Report to Parliament: *Privacy Act*

April 1, 2022 to
March 31, 2023

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Introduction

As set out in Section 2 of the *Privacy Act* (PA), 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 is prepared and tabled in Parliament in accordance with section 72 of the PA.

Who We Are

Canada Mortgage and Housing Corporation (CMHC) is Canada’s national housing agency.

We derive our authorities from the Canada Mortgage and Housing Corporation Act (CMHC Act) and the National Housing Act (NHA). The CMHC Act established us as a Crown Corporation and sets out the various powers and functions of the Corporation.

The NHA provides us with our mandate which, pursuant to section 3, is to “promote housing affordability and choice, to facilitate access to, and competition and efficiency in the provision of housing finance, to protect the availability of adequate funding for housing at low cost, and generally to contribute to the well-being of the housing sector in the national economy.”

Delegation of Authority

We have approximately 2,400 employees located across Canada. The Privacy Office is our centralized authority on all privacy-related matters, including training and overseeing compliance with the *Privacy Act* and the Corporation’s Privacy Program. The Access to Information and Privacy Office (ATIP Office) is responsible for processing requests under the *Privacy Act* and for correction of personal information. The President of CMHC has delegated authority and responsibility for the *Privacy Act* as per the Delegation Order in Annex A and designated the Chief Risk Officer as Privacy Officer. The Director Compliance & Governance (Delegated Privacy Officer) will act as the contact within the Privacy Office for internal privacy issues and as the external contact person in the context of privacy queries complaints and regulatory investigations. The Privacy Office is comprised of the Director Compliance & Governance, a Senior Manager, an Advisor, a Senior Specialist, a Specialist and 18 Privacy Leads. The Privacy Office is also supported by 2 privacy contingent workers who assist on an as needed basis with PIA development and policy document reviews.

The ATIP Office is also responsible for:

- Respond to all requests and inquiries in connection with a complaint submitted to the offices of the Information Commissioner and the Privacy Commissioner regarding the handling of requests submitted under the *Access to Information Act* (ATIA) and the PA;
- Providing training, advice and guidance to employees and senior management on Access to Information matters;
- Developing and implementing policies, procedures and guidelines in support of the ATI legislation;
- In collaboration with the Privacy Office, preparing the Annual Reports to Parliament on the administration of the ATIA and the PA.

Performance 2022-2023

Requests under the Act

During the reporting period, April 1, 2022, to March 31, 2023, we received 11 new requests under the PA from individuals to access information about themselves. This represents a 21% decrease over the previous reporting year. These requests were completed during the reporting period. Table I provides a comparison of requests received under the Act over the last three reporting periods.

Table I: Number of requests received under the Act

Fiscal Year	Outstanding	Received	Completed	Carried Forward
2020-2021	0	11	11	0
2021-2022	0	14	13	1
2022-2023	1	11	11	1

Disposition of Completed Requests

For the requests completed in 2022-2023, four requests were disclosed in part, three where no records exist and four were abandoned by applicant. Table II provides a comparison of the requests' disposition under the Act.

Table II: Disposition of requests received under the Act

All Disclosed	Disclosed in Part	Exempted in Entirety	Abandoned	No Records Exist
0%	36%	0%	36%	28%

Completion Time and Extensions

For the requests completed in 2022-2023, six requests were complete between 1 to 15 days, three requests were completed between 16 to 30 days and two completed between 31 to 60 days. Table III illustrates the processing time taken for the PA requests.

Table III: Completion time of requests received under the Act

30 days or less	31 to 60 days	31 to 120 days	121 to 180 days	181 to 365 days	More than 365 days
82%	18%	0%	0%	0%	0%

Other Requests

The Privacy Office also acted as a resource for CMHC staff and offered advice and guidance on the provisions of the legislation. The Privacy Office was consulted on issues relating to a range of privacy matters that include: consent, safeguarding, retention, limiting use, accountability, accuracy and identifying purpose of personal information (PI) as well as matters that border on the *Privacy Act*. The Privacy Office also provided information upon request from TBS and OPC following submission of PIAs and answered specific program questions.

Complaints

No new complaints regarding requests for personal information under the PA were filed against CMHC with the Privacy Commissioner during the reporting period.

Fiscal Year	Outstanding	Received	Completed	Carried Forward
2020-2021	0	0	0	0
2021-2022	0	0	0	0
2022-2023	0	0	0	0

Costs

During 2022-2023, we incurred an estimated \$337,032 in salary costs and \$266,385 in goods and services to administer the PA.

Exemptions Invoked

In 2022-2023, we invoked only one exemption under the PA. The exemption was as follows:

- Section 26: Exempting personal information about individuals other than the requester (4).

COVID-19 Implications

While the global pandemic caused by COVID-19 impacted operations across government, our release trends remained stable. This is the result of our early, pre-pandemic investment in technology and business transformation that digitized our operations and included strong records retention policies, and our work culture shift to a *Results Only Work Environment*™ as well as employees' ability to work remotely prior to the pandemic that helped our teams remain operational across the country.

Training and Awareness

The Privacy Office continued to proactively embed a culture of privacy awareness and excellence via various training and awareness initiative during the reporting period.

The Privacy Office has an ongoing Monthly Privacy Leads Meeting and uses it as an opportunity to train and educate the Privacy Leads. Privacy Leads are the privacy representatives from each sector at CMHC and support a privacy by design model where privacy is considered early in the development of initiatives or changes. The training of Privacy Leads generally focusses on general privacy principles, their roles and responsibilities including how to complete Privacy Impact Assessments, emerging trends including recent incidents and control assessment. The Privacy Office assist with the onboarding of Privacy Leads and supports them on a one-on-one basis.

The Privacy Office also deployed 2 mandatory training modules to all staff “Managing Personal Information” and “Security and Privacy Incident Management”. These awareness training were also offered to contingent workers and vendors who are using CMHC’s network.

The Privacy Office also engaged an external consultant to develop and deliver specialized privacy training customized for various audiences including: privacy leads, data analytics, security and technology and operations.

The Privacy Office leveraged the Privacy Awareness Week to promote awareness of the importance protecting personal information. An article in CMHC’s all employee bulletin was published and directed readers to relevant policy, training, incident reporting and emerging trends.

Policies, Guidelines, Procedures and Initiatives

Privacy Policy

The Privacy Office and CMHC continued to manage a Privacy suite of policy, procedures, protocols and directives to enhance process and knowledge of key principles to remain in compliance with the PA. Elements of this suite include:

- Privacy Policy
- Disclosure of Personal Information to Third Parties Procedure;
- Privacy Incident Management Protocol;
- Privacy Impact Assessment Procedure;
- Ethical and Responsible Use of Personal Information Directive;
- Third Party Privacy Risk Management Procedure.

Compliance and Governance

Our attention during this reporting period was focused on continuing to increase privacy maturity, enhance the program by introducing and implementing control testing to ensure our compliance with the *Privacy Act*. Actions included:

- Updated and communicated the Terms of Reference for Privacy Leads.
- Reviewed the delegation order as part of the annual report process.
- Develop a mapping of requirements with associated CMHC controls and commenced control testing.
- Reviewed and updated our suite of privacy policies and Protocols in line with the review cycles.
- We have responded to Treasury Board Secretariat (TBS) and OPC questions promptly.
- We relay to the Board on a quarterly basis our assessment of all risks, including privacy.
- Continued to deploy effective privacy trainings to upskill all employees.
- Performed our annual table top exercise to ensure that we have a tight and prompt response to incidents.

Summary of Key Issues and Actions Taken on Complaints or Audits

No new complaints were filed against CMHC with the Privacy Commissioner during the reporting period.

Monitoring Compliance

We use an automated case management solution to monitor the time to process Access to Information requests. This software provides us with a secure and flexible system to manage requests for information and record project details.

The Privacy Office assesses and monitors compliance and completes a Compliance Attestation, on behalf of the Corporation, which is provided to the Board on yearly basis.

Privacy Breaches

No material privacy breaches were reported to the Office of the Privacy Commissioner and to the Treasury Board of Canada Secretariat during the reporting period.

Privacy Impact Assessments

Five Privacy Impact Assessments (PIAs) were submitted to the Office of the Privacy Commissioner of Canada and the Information and Privacy Policy Division of the Treasury Board of Canada Secretariat during the reported period. The PIAs completed were for the following programs/activities:

- National Housing Council
- ClearView Connects
- Canada Greener Home Loan Initiative
- Digital Well Being Portal
- Kiteworks- OPTIV

These PIAs were for both new and existing programs/services and the risk analysis identified the extent to which the programs/services comply with all privacy principles and where mitigations should be implemented to protect the privacy of individuals in compliance with the PA.

Public Interest Disclosures

We did not disclose personal information during the 2022-2023 reporting period pursuant to paragraph 8(2) (m).

No data matching activities were undertaken.

The detailed Statistical Report is at Annex "A" of this report.

Information Holdings

A description of institutional classes of records and personal information banks for CMHC can be found in the publication [info source 2022](#) - *Sources of Federal Government and Employee Information – Canada Mortgage and Housing Corporation*, available on [CMHC's website](#).

Annex A – Statistical Report on the *Privacy Act*



Name of institution: Canada Mortgage and Housing Corporation

Reporting period: 01/04/2022 to 31/03/2023

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		11
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		12
Closed during reporting period		11
Carried over to next reporting period		1
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	1	

1.2 Channels of requests

Source	Number of Requests
Online	9
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
Total	11

Section 2: Informal Requests

2.1 Number of informal requests

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting periods	0
• Outstanding from previous reporting period	0
• Outstanding from more than one reporting period	0
Total	0
Closed during reporting period	0
Carried over to next reporting period	0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3 Completion time of informal 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	
0	0	0	0	0	0	0	0

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 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	3	1	0	0	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	3	0	0	0	0	0	0	3
Request abandoned	3	0	1	0	0	0	0	4
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	6	3	2	0	0	0	0	11

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	4
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
69(1)(a)	0
69(1)(b)	0
69.1	0
70(1)	0
70(1)(a)	0
70(1)(b)	0
70(1)(c)	0
70(1)(d)	0
70(1)(e)	0
70(1)(f)	0
70.1	0

3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	4	0	0	0	0

3.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
685	489	8

3.5.2 Relevant pages processed by request disposition for paper and e-record 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	2	70	2	615	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	4	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	6	70	2	615	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

	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	Percentage of requests closed within legislated timelines (%)
11	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

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 4: 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 5: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Section 6: Extensions

6.1 Reasons for extensions

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	
1	0	1	0	0	0	0	0	0

6.2 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	1	0	0	0	0	0	0
31 days or greater								0
Total	0	1	0	0	0	0	0	0

Section 7: Consultations Received From Other Institutions and Organizations

7.1 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
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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
Total	0	0	0	0	0	0	0	0

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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
Total	0	0	0	0	0	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
0	0	0	0

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

10.1 Privacy Impact Assessments

Number of PIAs completed	Number of PIAs modified
7	1

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	38	1	0	5
Central	50	0	0	0
Total	88	1	0	5

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

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

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches
37

37

Section 12: Resources Related to the *Privacy Act*

12.1 Allocated Costs

Expenditures	Amount
Salaries	\$337,032
Overtime	\$0
Goods and Services	\$266,385
• Professional services contracts	\$266,385
• Other	\$0
Total	\$603,417

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	3.260
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	2.000
Students	0.000
Total	5.260

Note: Enter values to three decimal places.

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



Name of institution: Canada Mortgage and Housing Corporation

Reporting period: 01/04/2022 to 31/03/2023

Section 1: Capacity to Receive Requests under the *Access to Information Act* and the *Privacy Act*

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

	Number of Requests
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 under the *Access to Information Act* and the *Privacy Act*

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
Protected B Paper Records			52	52
Secret and Top Secret Paper Records			52	52

2.2 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 Electronic Records			52	52
Protected B Electronic Records			52	52
Secret and Top-Secret Electronic Records			52	52

Section 3: Open Requests and Complaints Under the *Access to Information Act* and the *Privacy Act*

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	12	0	12
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	12	0	12

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Access to Information Act*

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Number of Open Complaints
Received in 2022-2023	5
Received in 2021-2022	1
Received in 2020-2021	3
Received in 2019-2020	1
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	10

Section 4: Open Requests and Complaints Under the *Privacy Act*

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	1	0	1
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	1	0	1

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

4.2 Enter the number open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	1
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	1

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023? **No**

Section 6: Universal Access under the *Privacy Act*

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023? **0**

Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

Annex B – Delegation Order

Order Under Section 73 of the *Access to Information Act* and Section 73 of the *Privacy Act*

Pursuant to the authority conferred upon me by Section 95(1) of the *Access to Information Act* and Section 73(1) of the *Privacy Act*, I designate the persons holding the positions set out in the attached Schedule, including any person designated in writing to act in the place of the holder of such position, to exercise the powers, duties and perform the functions of the President as the head of a government institution under the Acts as set out in the Schedule opposite each position.



President
Canada Mortgage and Housing Corporation
Date: July 26, 2023

Schedule

Access to Information Act

Position	Sections
Senior Vice President, Corporate Affairs	4(2.1); 7(a); 7(b); 8(1); 9; 11(2); 11(3); 11(4); 11(5); 11(6); 12(2); 12(3); 13; 14; 15; 16; 16.5; 17; 18; 18.1; 19; 20; 21; 22; 22.1; 23; 24; 25; 26; 27(1); 27(4); 28(1); 28(2); 28(4); 29(1); 33; 35(2); 37(4); 43(1); 44(2); 52(2); 52(3); 71; 77.
Senior Manager, Corporate Relations	4(2.1); 7(a); 7(b); 8(1); 9; 11(2); 11(3); 11(4); 11(5); 11(6); 12(2); 12(3); 13; 14; 15; 16; 16.5; 17; 18; 18.1; 19; 20; 21; 22; 22.1; 23; 24; 25; 26; 27(1); 27(4); 28(1); 28(2); 28(4); 29(1); 33; 35(2); 37(4); 43(1); 44(2); 52(2); 52(3); 71; 77.
Senior Analyst, Access to Information and Privacy	4(2.1); 7(a); 7(b); 8(1); 9; 11(2); 11(3); 11(4); 11(5); 11(6); 12(2); 12(3); 13; 14; 15; 16; 16.5; 17; 18; 18.1; 19; 20; 21; 22; 22.1; 23; 24; 25; 26; 27(1); 27(4); 28(1); 28(2); 28(4).

Access to Information Act Regulations

Position	Sections
Senior Vice President, Corporate Affairs	6(1); 7(2); 7(3); 8
Senior Manager, Corporate Relations	6(1); 7(2); 7(3); 8
Senior Analyst, Access to Information and Privacy	6(1); 7(2); 7(3); 8

Privacy Act

Position	Sections
Senior Vice President, Corporate Affairs	8(2)(j); 8(2)(m); 8(4); 8(5); 14; 15; 16; 17(2)(b); 19(1); 19(2); 20; 21; 22; 22.3; 23; 24; 25; 26; 27; 28; 31; 33(2); 35(1); 35(4); 37(3); 51(2)(b); 51(3); 72(1); 77
Senior Manager, Corporate Relations	8(2)(j); 8(2)(m); 8(4); 8(5); 14; 15; 16; 17(2)(b); 19(1); 19(2); 20; 21; 22; 22.3; 23; 24; 25; 26; 27; 28; 31; 33(2); 35(1); 35(4); 37(3); 51(2)(b); 51(3); 72(1); 77
Senior Analyst, Access to Information and Privacy	8(2)(j); 8(2)(m); 8(4); 8(5); 14; 15; 16; 17(2)(b); 19(1); 19(2); 20; 21; 22; 22.3; 23; 24; 25; 26; 27; 28; 31; 33(2); 35(1); 35(4); 37(3); 51(2)(b); 51(3); 72(1); 77
Chief Risk Officer, Privacy Officer	8(2)(j); 8(2)(m); 8(5); 9(1); 9(4); 10; 18(2); 19(2); 33(2); 35(1); 36(3); 37(3); 72(1).
Director, Compliance and Governance, Delegated Privacy Officer	8(2)(j); 8(2)(m); 8(5); 9(1); 9(4); 10; 18(2); 19(2); 33(2); 35(1); 36(3); 37(3); 72(1).
Senior Manager, Audit and Compliance	8(2)(j); 8(2)(m); 8(5); 9(1); 9(4); 10; 18(2); 19(2); 33(2); 35(1); 36(3); 37(3); 72(1).
Senior Specialist, Compliance and Quality Assurance	8(2)(j); 9(1); 9(4); 10; 19(2); 35(1); 36(3); 37(3); 72(1).
Specialist, Quality Assurance	8(2)(j); 9(1); 9(4); 10; 19(2); 35(1); 36(3); 37(3); 72(1).

Privacy Act Regulations

Position	Sections
Senior Vice President, Corporate Affairs	7, 9; 11(2); 11(4); 13(1); 14
Senior Manager, Corporate Relations	7, 9; 11(2); 11(4); 13(1); 14
Director, Compliance and Governance, Delegated Privacy Officer	9; 11(2); 11(4); 13(1); 14
Senior Manager, Audit and Compliance	9; 11(2); 11(4); 13(1); 14
Senior Specialist, Compliance and Quality Assurance	11(2); 11(4)
Specialist, Quality Assurance	11(2); 11(4)