

CANADA-NOVA SCOTIA
OFFSHORE PETROLEUM BOARD

Canada-Nova Scotia Offshore Petroleum Board

**Privacy Act
2022-2023 Annual Report to Parliament**

April 1, 2022 to March 31, 2023

PRIVACY ACT 2022-2023 ANNUAL REPORT TO PARLIAMENT

Introduction

The *Privacy Act* gives Canadians 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, 2023, is 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. The CNSOPB's mandate is the:

- 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 18 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*.

Disclosure of Information

Operators conducting exploratory or development activities are required to file reports and provide specified information and samples to the CNSOPB, as a condition of receiving approval for proposed activities. Section 122 of the *Accord Act* provides that, in general, information or documentation provided for purpose of Part II or Part III of the *Accord Act* is privileged and may not be disclosed without the written consent of the person who provided it; however, this does not apply to the disclosure of particular classes of information after the expiry of specified confidentiality periods. It is the CNSOPB's policy to make such information available to the public in accordance with established administrative practice. The CNSOPB has published a listing of all such information available for release on our website, which is updated monthly.

The CNSOPB maintains a statutory registry of licences, referred to in the *Accord Act* as "interests", and instruments affecting them. An employee designated as the Registrar maintains this registry system. The Registrar prepares abstracts of interests and registered instruments and responds to requests for registered and other derivative information. Requests to the CNSOPB for technical information and access to samples constitute the majority of requests received and are routinely handled as informal requests.

CNSOPB Structure

The CNSOPB is staffed by 18 full-time employees: five directors and 13 support staff. Of this, one employee is 100% located at the CNSOPB office, and seven employees work 50% remotely and 50% at the CNSOPB office. Ten employees work 100% remotely. 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; Analyst, Information Management; 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*.

Policies, Procedures and Training

In view of the small size of the staff and lack of 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 have been combined with CNSOPB Access to Information policies and procedures. Formal requests for private information are referred to the CNSOPB's Access to Information and Privacy Coordinator (the ATIP Coordinator).

Informal, on-going training is provided for all staff as needed. Each new hire 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. Throughout the year during staff meetings, the ATIP Coordinator will update the statistical data related to applications, complaints, and changes or challenges in processing ATIP requests. The ATIP Coordinator also works with subject specialists to provide them with guidance and help them understand the exemptions, exceptions and requirements of the *Privacy Act* in general. During this reporting period, one new staff member participated in an orientation session provided by the ATIP Coordinator fully covering the topics of the *Access to Information Act*, the *Privacy Act*, and CNSOPB's internal policies. This is one more than the previous reporting period. During this reporting period no formal or information training was provided to any other staff members. 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.

Statistical Reporting

A statistical report for the year ending March 31, 2023 is attached. This report reflects the formal privacy request received or handled during the reporting period. There was one privacy request for the reporting period of 2022-2023. One request was received in 2021-2022 and no privacy requests were received in 2020-2021. We received one privacy request in 2019-2020, which was the first privacy request we have received in the past decade. COVID-19 has not affected the CNSOPB's ability to process requests during the 2022-2023 reporting year.

Issues Raised as a Result of Privacy

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

Privacy Act Impact Assessment

There were no Privacy Act Impact Assessments completed during this reporting period.

Other Disclosures

No disclosures were made under paragraph 8 (2) (m) during the 2022-2023 reporting period.

Privacy Breaches

The CNSOPB had no privacy breaches during the 2022-2023 reporting period.

Costs

A total amount of \$1,200 in salaries were associated with *Privacy Act* requests during the 2022-2023 reporting period. These costs are related to responding to one privacy request and completion of monthly statistics and the annual report.

Data Sharing Activities

There were no data sharing activities undertaken in this reporting period.



Statistical Report on the *Privacy Act*

Name of institution: Canada-Nova Scotia Offshore Petroleum Board

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

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

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

1.2 Channels of requests

Source	Number of Requests
Online	1
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	1

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	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	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	1

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 and e-record formats

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

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	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	1
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

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

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	0	0	0	0
Central	0	0	0	0
Total	0	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

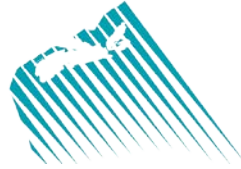
12.1 Allocated Costs

Expenditures		Amount
Salaries		\$1,200
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$1,200

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