



CANADA-NOVA SCOTIA  
OFFSHORE PETROLEUM BOARD

**The Canada-Nova Scotia Offshore Petroleum Board**

**Privacy Act  
Annual Report to Parliament**

**April 1, 2013 to March 31, 2014**

## PRIVACY ACT 2013 - 2014 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 during the Board's financial year ended March 31, 2014, required by Section 72 of the *Act*. This report is tabled in Parliament as required by Section 72 of the *Privacy Act*. During the reporting period the Board received one request.

### The Board

The Canada-Nova Scotia Offshore Petroleum Board 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 Board'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, industrial benefits;
- issuance of licences for offshore exploration and development, and
- resource evaluation, data collection, curation and distribution.

The Board reports to the federal Minister of Natural Resources Canada in Ottawa, Ontario, and the Minister of Energy in Halifax, Nova Scotia. The Board is composed of five members and two alternate members; the Chair appointed jointly by the federal and provincial governments, two members and one alternate member appointed by the federal government and two members and one alternate member appointed by the government of Nova Scotia. The Board has, at present, a staff of 39 employees, located in the Board's head office in Halifax, Nova Scotia, and the Geoscience Research Centre (GRC) in Dartmouth, Nova Scotia. The Board 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 Board, 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 Board's policy to make such information available to the public in accordance with established administrative practice. The Board has published a listing of all such information available for release, which is updated annually.

Five of the Board's employees are employed full time at the Board's GRC, and among their other duties they handle requests for technical information and access to samples. In addition, the Board maintains a statutory registry of licences, referred to in the *Accord Act* as "interests", and instruments affecting them. The registry system is maintained by an employee designated as the Registrar, who prepares abstracts of interests and registered instruments, responds to requests for copies of registered documents and provides other derivative information.

Requests for registry information and requests to the GRC for technical information and access to samples constitute the majority of requests for information, and are routinely handled without recourse to the procedures provided for in the *Access to Information Act* and *Privacy Act*. The Board also receives many requests from the public and media for general information related to offshore petroleum activities. Most of these requests are made informally and the Board is usually able to provide such information. Other requests for information are handled by the Access to Information and Privacy Coordinator.

## Policies, Procedures and Training

In view of the small size of the staff and lack of formal requests for information, the Board has not found it necessary to develop individual formal policies and procedures for responding to requests under the *Privacy Act*. Instead, our policies and procedures for Privacy have been combined with our Access to Information policies and procedures. Formal requests for information are referred to the Board's Access to Information and Privacy Coordinator (coordinator). The Coordinator attended two Access to Information related training and conference sessions during this reporting period. One conference and one training session offered through the TBS – Information and Privacy Policy Division. In response to changes instituted by the TBS, the CNSOPB is now self-publishing their Info Source Chapter on the board website

## **Delegation of Authority**

The Chair of the Board was designated as the “head” of the Board within the meaning of section 3 of the Access to Information 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 has designated the Board’s Chief Executive Officer and the Access to Information and Privacy Coordinator to exercise or perform any of the powers, duties or functions of the Chair under the *Act* in accordance with Section 73 of the *Act*. (Delegation order attached)

## **Issues Raised as a Result of Privacy**

No complaints and/or investigations were received during the reporting period.

## **Statistical Report**

A statistical report for the year ended March 31, 2014 is attached. This report reflects the formal requests received or handled during the reporting period. There was one request received during the reporting period.

## **Disposition of Requests Completed**

During 2013-2014, one request was completed within 30 days. Some information was severed and section 26 was cited.

## **Privacy Act Assessment**

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

## **Costs**

There was \$1,000 cost associated with administering the *Privacy Act* in 2013-2014.

## **Data Sharing Activities**

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