



**NATIONAL ARTS CENTRE
CENTRE NATIONAL DES ARTS**

Canada is our stage. Le Canada en scène.

Annual Reports on the Administration of the *Access to Information and Privacy Acts*

**National Arts Centre
2018-2019**

National Arts Centre

Annual Report on the Administration of the *Access to Information Act*

2018-2019

1. Introduction

The National Arts Centre (NAC) is pleased to provide its annual report on the administration of the *Access to Information Act* (ATIA) for the fiscal year 2018-2019, as required by section 72 of the Act.

The ATIA is based on the following principles:

- government information should be made available to Canadians and permanent residents of Canada;
- exceptions to the right of access should be limited and specific, and;
- decisions on the disclosure of government information should be reviewed independently of government.

2. Mandate

The National Arts Centre Corporation was established in 1966 pursuant to the *National Arts Centre Act* and began operating the Centre in 1969. The NAC reports to Parliament through the Minister of Canadian Heritage.

The NAC is a federal cultural organization dedicated primarily to developing and showcasing the performing arts in the National Capital Region and across Canada. It is a multidisciplinary performing arts centre that features classical music, dance, English and French language theatre, regional programming, special events and variety shows. The NAC takes part in co-productions with other organizations throughout the country, hosts festivals, and, through its new technologies and international tours, reaches out to audiences across Canada and around the world. It is at the forefront of youth and educational activities, supporting programmes for young and emerging artists and programmes for young audiences and producing resources and study materials for teachers.

In furtherance of its objectives to operate and maintain the Centre, the Corporation may arrange for and sponsor performing arts activities at the centre; encourage and assist in the development of performing arts

companies resident at the Centre; arrange for or sponsor radio and television broadcasts and the screening of films in the Centre; provide accommodation at the Centre, on such terms and conditions as the Corporation may fix, for national and local organizations whose objectives include the development and encouragement of the performing arts in Canada; and, at the request of the Government of Canada or the Canada Council for the Arts, arrange for performances elsewhere in Canada by performing arts companies, whether resident or non-resident in Canada, and arrange for performances outside Canada by performing arts companies resident in Canada.

The Corporation is deemed, under Section 15 of the *National Arts Centre Act*, to be a registered charity within the meaning of that expression in the *Income Tax Act*.

3. Institution and Delegation Order

The NAC is presided by a Board of Trustees consisting of nine members from across Canada who are appointed by the Governor in Council and two ex-officio members. It has the authority to appoint a President of the Centre, who is Chief Executive Officer, responsible for the operation and administration of the Corporation and its Centre.

The NAC's Access to Information and Privacy (ATIP) Office consists of one ATIP Coordinator on a part-time basis.

Pursuant to Section 73 of the ATIA, delegated authority has been designated to the person holding the position of ATIP Coordinator, to exercise or perform all powers, duties and functions of the CEO and President under the Act insofar as they may be exercised or performed in relation to the NAC.

4. Summary of the NAC's access to information activities during the fiscal year 2018-2019

During this fiscal period, the NAC received eight access to information requests and completed two. No requests were carried over from the previous year, while the other six requests were carried forward.

Interpretation of the statistical report

During this fiscal period, the two completed requests were from the media, while the six requests carried forward were from the private sector.

Disposition of the requests

Of the two access to information requests received and completed during this reporting period, information was all disclosed for one while no records existed for the other. None of the two requests completed received and completed during this period required an extension.

The NAC also received three consultations from other Government departments. The NAC did not object to full disclosure for all of the consultation requests. All requests were processed within 30 days.

The statistical report for the period April 1, 2018 to March 31, 2019 is appended.

5. Education and Training

No access to information-related training took place during the 2018-2019 fiscal period.

6. Administration of the *Access to Information Act*

In 2018-2019, no policies, guidelines, or procedures related to access to information were implemented. The NAC did not monitor the time to process access to information requests during the last fiscal year. Finally, no material privacy breaches are known to have occurred during the reporting period.

7. Complaints, Investigations and Reviews to the Federal Court

No complaints were lodged with the Office of the Information Commissioner of Canada during this fiscal period. There are currently no outstanding complaints. There were no appeals or reviews made to the Federal Court for the 2018-2019 fiscal year.

June 2019

National Arts Centre

Annual Report on the Administration of the *Privacy Act*

2018-2019

1. Introduction

The National Arts Centre (NAC) is pleased to provide its annual report on the administration of the *Privacy Act* for the fiscal year 2018-2019, as required by section 72 of the Act.

The *Privacy Act* protects the privacy of individuals with respect to personal information about themselves held by the NAC. The Act recognizes that the right to privacy entails the right to control the use and disclosure of information about oneself.

2. Mandate

The National Arts Centre Corporation was established in 1966 pursuant to the *National Arts Centre Act* and began operating the Centre in 1969. The NAC reports to Parliament through the Minister of Canadian Heritage and Official Languages.

The NAC is a federal cultural organization dedicated primarily to developing and showcasing the performing arts in the National Capital Region and across Canada. The NAC is a multidisciplinary performing arts centre that features classical music, dance, English and French language theatre, regional programming, special events and variety shows. The NAC takes part in co-productions with other organizations throughout the country, hosts festivals, and, through its new technologies and international tours, reaches out to audiences across Canada and around the world. It is at the forefront of youth and educational activities, supporting programmes for young and emerging artists and programmes for young audiences and producing resources and study materials for teachers.

In furtherance of its objectives to operate and maintain the Centre, the Corporation may arrange for and sponsor performing arts activities at the centre; encourage and assist in the development of performing arts companies resident at the Centre; arrange for or sponsor radio and television broadcasts and the screening of films in the Centre; provide accommodation at the Centre, on such terms and conditions as the Corporation may fix, for national and local organizations whose

objectives include the development and encouragement of the performing arts in Canada; and, at the request of the Government of Canada or the Canada Council for the Arts, arrange for performances elsewhere in Canada by performing arts companies, whether resident or non-resident in Canada, and arrange for performances outside Canada by performing arts companies resident in Canada.

The Corporation is deemed, under Section 15 of the *National Arts Centre Act*, to be a registered charity within the meaning of that expression in the *Income Tax Act*.

3. Institution and Delegation Order

The NAC is presided by a Board of Trustees consisting of nine members from across Canada who are appointed by the Governor in Council and two ex-officio members. It has the authority to appoint a President of the Centre, who is Chief Executive Officer, responsible for the operation and administration of the Corporation and its Centre.

The NAC's Access to Information and Privacy (ATIP) Office consists of one ATIP Coordinator on a contract basis.

Pursuant to Section 73 of the *Privacy Act*, delegated authority has been designated to the person holding the position of Access to Information and Privacy Coordinator, with the exception of paragraphs 8(2) (e) and 8(2) (m), to exercise or perform all powers, duties and functions of the CEO and President under the Act insofar as they may be exercised or performed in relation to the NAC.

4. Summary of the NAC's privacy activities during the fiscal year

The NAC did not receive any requests under the *Privacy Act* during this fiscal year.

5. Information on Privacy Impacts Assessments (PIA)

No Privacy Impact Assessments were conducted this past year, as none were required.

6. Data Matching and Data Sharing

There were no new data matching and data sharing activities undertaken during this reporting period.

7. Education and Training

No *Privacy Act*-related training took place during the 2018-2019 fiscal period.

8. Disclosures under Section 8(2) (e), (f), (g) and (m) of the *Privacy Act*

There were no 8(2) (e), (f), (g) and (m) requests for the 2018-2019 fiscal year.

9. Exempt Banks

The NAC has no designated exempt banks based on Section 18(2) of the *Privacy Act*.

10. Complaints, Investigations and Appeals to the Federal Court

No complaints or investigations were lodged with the Office of the Privacy Commissioner of Canada and no appeals were made to the Federal Court for the 2018-2019 fiscal year.

June 2019