



First Nations
**FINANCIAL
MANAGEMENT
BOARD**

Annual Report
on the *Privacy Act*

2019-2020

First Nations Financial Management Board
Annual Report on the *Privacy Act* for 2019-2020

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1. About the *Privacy Act*

The *Privacy Act* came into effect on July 1, 1983. It governs the collection, use, disclosure/sharing, accuracy, protection, retention and disposition of personal information by federal government institutions that are listed in its Schedule 1. It also grants individuals a right to request access to the personal information held about them by these institutions and the right to request the correction of that personal information.

2. About this Annual Report

This report, prepared and tabled in Parliament in accordance with section 72 of the *Privacy Act*, accounts for the activities of the First Nations Financial Management Board (FMB) as they pertain to the administration of the *Act* for the April 1, 2019 to March 31, 2020 period.

3. About the First Nations Financial Management Board (FMB)

The primary function of the FMB is to ensure that First Nations people, investors, the public, and governments can have confidence in the financial management of First Nation governments and ultimately in their broader systems of comptrollership. More specifically, the First Nations Fiscal Management Act (FMA) establishes the following mandate for the FMB:

- Assist First Nations in developing the capacity to meet their financial management requirements;
- Assist First Nations in their dealings with other governments respecting financial management, including matters of accountability and shared fiscal responsibility;
- Assist First Nations in the development, implementation and improvement of financial relationships with financial institutions, business partners and other governments, to enable the economic and social development of First Nations;
- Develop and support the application of general credit rating criteria to First Nations;
- Provide review and audit services respecting First Nation financial management;
- Provide assessment and certification services respecting First Nation financial management and financial performance;
- Provide financial monitoring services respecting First Nation financial management and financial performance;
- Provide co-management and third-party management services; and
- Provide advice, policy research and review and evaluative services on the development of fiscal arrangements between First Nations' governments and other governments.

4. Administration of the *Privacy Act*

The FMB became subject to the *Privacy Act* on April 1, 2006. The access to information and protection of privacy (ATIP) program involves three members of the organization on a part time basis, in addition to one consultant who provides technical/professional support as required.

5. Delegation of Authority

The Chief Operations Officer acts as the Access to Information and Privacy Coordinator for the FMB, and there is no Delegation of Authority Order.

6. Interpretation of the Statistical Report for 2019-2020

A copy of the Statistical Report on the *Privacy Act* is annexed to this Report.

a. Requests Received under the *Privacy Act*

The FMB received one access request under the *Privacy Act* during the reporting period.

b. Requests Closed during the Reporting Period

One access request was closed during the reporting period.

No exemptions or exclusions were invoked, and there is nothing to report in relation to the following aspects: format of information released, complexity of access requests, deemed refusals and requests for translation.

c. Extension of the Time Limit for Responding to Personal Information Requests

No extension of the time limit for responding to an access request was applied during the reporting period.

d. Requests for the Correction of Personal Information and Notations

There were no requests for the correction of personal information or notation during the reporting period.

e. Consultations Received from other Institutions and other Organizations

The FMB did not receive any consultation requests from other federal institutions or other organizations.

f. Consultations on Cabinet Confidences

No consultations were undertaken in relation to Cabinet Confidences (section 70 of the *Privacy Act*) during the 2019-2020 fiscal year.

g. Comparative Statistics for the Last Four Fiscal Years

The following table provides statistical figures for the last five Fiscal Years:

Details	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Formal requests received under the <i>Privacy Act</i>	0	0	0	0	1
Requests completed during the reporting period	0	0	0	0	1
Abandoned access requests	0	0	0	0	0
Number of pages processed	0	0	0	0	0
Consultations received from other Government of Canada institutions and other organizations	0	0	0	0	0
Complaints and Investigations	0	0	0	0	0

h. Disclosures pursuant to Paragraphs 8(2)(e), 8(2)(f), 8(2)(g) and 8(2)(m) of the *Privacy Act*

No personal information was disclosed pursuant to paragraphs 8(2)(e), 8(2)(f), 8(2)(g) and 8(2)(m) of the *Privacy Act* during fiscal year 2019-2020.

7. Resources Devoted to the Administration of the *Privacy Act*

The costs related to the administration of the *Privacy Act* incurred by the ATIP Office totalled \$7,825, of which \$5,000 was accounted as salaries and an amount of \$2,825 was used to pay for professional services delivered by a consultant.

8. Privacy Training and Education

One training session on access to information and privacy was provided for all staff nationwide during the fiscal year.

9. Policies, Guidelines and Procedures

No new policies on access to information and privacy were developed during the reporting period.

10. Key Issues Raised as a result of Complaints and Investigations

No complaints were made against the FMB during the 2019-2020 fiscal year, and no investigations were conducted by the Office of the Privacy Commissioner of Canada.

11. Monitoring of the Time to Process Access to Personal Information Requests

The FMB did not implement any new special procedure to monitor the time it takes to process personal information requests.

12. Privacy Impact Assessments

One Privacy Impact Assessment that was initiated during the previous reporting period was continued but no completed during present reporting period.

13. Material Privacy Breaches

No known privacy breach occurred during the 2019-2020 fiscal year.

Appendix A - Statistical Report on the *Privacy Act*

**Appendix B - Additional Reporting Requirements Pertaining to the
*Privacy Act***

Privacy Impact Assessments	
Section	Number of requests
Privacy Impact Assessments initiated	0
Privacy Impact Assessments completed	0

Statistical Report on the *Privacy Act*

Name of institution: First Nations Financial Management Board

Reporting period: 2019-04-01 to 2020-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	1
Outstanding from previous reporting period	0
Total	1
Closed during reporting period	1
Carried over to next reporting period	0

Section 2: Requests Closed During the Reporting Period

2.1 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

2.5.3 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

2.6 Closed requests

2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	1
Percentage of requests closed within legislated timelines (%)	100

2.7 Deemed refusals

2.7.1 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

2.7.2 Requests 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 Timelines 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

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 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

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 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 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)

9.1 Privacy Impact Assessments

Number of PIA(s) completed	0
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9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	45	0	0	0

Section 10: Material Privacy Breaches

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

Section 11: Resources Related to the *Privacy Act***11.1 Costs**

Expenditures		Amount
Salaries		\$5,000
Overtime		\$0
Goods and Services		\$2,825
• Professional services contracts	\$2,825	
• Other	\$0	
Total		\$7,825

11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.00
Part-time and casual employees	0.10
Regional staff	0.00
Consultants and agency personnel	0.05
Students	0.00
Total	0.15

Note: Enter values to two decimal places.