

Canadian Museum of
Immigration at Pier 21



Musée canadien de
l'immigration du Quai 21

Privacy Act

Annual Report 2024–25



Canada

Canadian Museum of Immigration at Pier 21

Annual Report on the Administration of the *Privacy Act*

April 1, 2024 to March 31, 2025

1. Introduction

The Canadian Museum of Immigration at Pier 21 (the Museum) is pleased to provide its annual report on the administration of the *Privacy Act* for the fiscal year 2024–25, as required under section 72 of the Act. In accordance with the Act, this report is tabled in Parliament.

The *Privacy Act* protects the privacy of individuals with respect to personal information about themselves held by the Museum.

Mandate

On November 25, 2010, the legislation creating the Canadian Museum of Immigration at Pier 21 came into effect. Under the *Museums Act*, the Canadian Museum of Immigration at Pier 21 is a distinct legal entity, wholly-owned by the Crown. It operates at arm's length from the Government in its day-to-day operations and in its activities and programming.

Situated at Pier 21, a National Historic Site at the Port of Halifax, the Government established the Museum as a Crown corporation within the Canadian Heritage portfolio. It is one of only two national museums to be created in a generation and the second to be located outside of the National Capital Region.

The amendments to the *Museums Act* established the Museum's mandate as follows:

The purpose of the Canadian Museum of Immigration at Pier 21 is to explore the theme of immigration to Canada in order to enhance public understanding of the experiences of immigrants as they arrived in Canada, of the vital role immigration has played in the building of Canada and of the contributions of immigrants to Canada's culture, economy and way of life.

The Museum's public policy role is expressed in the preamble of the *Museums Act*, which states each national museum:

- a) *"plays an essential role, individually and together with other museums and like institutions, in preserving and promoting the heritage of Canada and all*

its peoples throughout Canada and abroad, and in contributing to the collective memory and sense of identity of all Canadians;" and

- b) *"is a source of inspiration, research, learning and entertainment that belongs to all Canadians and provides, in both official languages, a service that is essential to Canadian culture and available to all."*

The Museum had no non-operational ("paper") subsidiaries during this reporting period.

The Annual Report on the administration of the *Privacy Act* has been submitted and tabled in Parliament.

2. Organizational Structure

The Museum is presided over by a Board of Trustees consisting of a Chairperson, a Vice-Chairperson and nine other trustees and appointed by the Minister with the approval of the Governor in Council. The first Director of the Museum, who is the Chief Executive Officer, was appointed on October 20, 2011, and is responsible for the operation and administration of the Corporation.

The Museum's Human Resources Manager serves as the Access to Information and Privacy Coordinator. The Museum has no other staff nor consultants working in this area.

The Access to Information and Privacy Coordinator is responsible for administering the *Privacy Act* within the Canadian Museum of Immigration at Pier 21, with a mandate to act on behalf of the Director and CEO in ensuring compliance with legislation, regulations and government policy and to create directives and standards in all matters relating to the Act. This includes the processing of requests and providing professional advice and training.

The Museum does not have any service agreements per section 73 (1) of the Act.

3. Delegation Order

Pursuant to Section 73 of the *Privacy Act*, the Museum has delegated authority to the Access to Information and Privacy Coordinator to exercise or perform all powers, duties and functions of the CEO and Director under the Act insofar as they may be exercised or performed in relation to the Museum. The delegation order is attached as Appendix A.

4. Performance in 2024–25

In summary:

- The Museum did not receive any requests under the *Privacy Act* during the reporting period.
- There were no complaints or investigations during the reporting period.
- No Privacy Impact Assessments were conducted as none were required.
- There were no disclosures under Section 8 (2) of the Act as there were no requests.
- There were no consultations completed for other organizations during the reporting period, and none since becoming a Crown corporation.
- There are no multi-year trends to report as the Museum has not received any *Privacy Act* requests since becoming a Crown corporation.
- There were no material privacy breaches during the reporting period.
- The Museum does not have a formal system to monitor the time to process privacy requests.

Further details on performance in the 2024–25 fiscal year can be found in the Museum’s Statistical Report on the *Privacy Act* and the Supplemental Statistical Report, which are available on the Museum’s website.

5. Training and Awareness

There were no formal training sessions on the *Privacy Act* during the reporting period.

6. Policies, Guidelines and Procedures

No new Museum-specific privacy policies, guidelines, procedures or initiatives were developed in 2024–25. The Museum follows Treasury Board policies and directives.

7. Initiatives and Projects to Improve Privacy

No new initiatives or projects were undertaken.

8. Summary of Key Issues and Actions Taken on Complaints or Audits

There were no privacy complaints received in 2024–25. There were no audits or investigations concluded during this reporting period.

9. Material Privacy Breaches

There were no material privacy breaches during this period.

10. Privacy Impact Assessments

There were no Privacy Impact Assessments completed during this period.

11. Public Interest Disclosures

There were no disclosures made under paragraph 8 (2)(m) of the *Privacy Act* during this period.

12. Monitoring Compliance

The Museum has never received a request under the *Privacy Act* and as such, has not conducted any monitoring of processing times for personal information requests or requests for the correction of personal information.

The Museum ensures that measures to support the right of public access to information are reflected in contracts and information sharing agreements by utilizing statements and clauses to reflect those rights.

Appendix A – Delegation Order

Delegation Order / Arrêté de délégation

The President and Chief Executive Officer of the Canadian Museum of Immigration at Pier 21, pursuant to section 95 (1) of the *Access to Information Act* and section 73 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 the President and Chief Executive Officer as the head of the Canadian Museum of Immigration at Pier 21, under the provisions of the Act and related regulations set out in the schedule opposite each position.

Conformément à l'article 95 (1) de la *Loi sur l'accès à l'information* et à l'article 73 de la *Loi sur la protection des renseignements personnels*, le président-directeur général du le Musée canadien de l'immigration du Quai 21 désigne par la présente les personnes occupant les postes figurant dans le tableau ci-dessous, ou les personnes occupant ces postes à titre intérimaire, pour qu'elles exercent les pouvoirs et les fonctions du président-directeur général en tant que chef du Musée canadien de l'immigration du Quai 21, conformément aux modalités de la loi et des règlements afférents, indiqués dans le tableau.

Position Title/ Titre du poste	Scope/ Secteur	Authority/Délégation	
		<i>Access to Information Act/ Loi sur l'accès à l'information</i>	<i>Privacy Act/ Loi sur la protection des renseignements personnels</i>
Human Resources Manager/ Gestionnaire des ressources humaines	Museum/Musée	Total/Complet	Total/Complet

Dated at Halifax, NS, this 1st day of April, 2025.

Daté à Halifax, N.-É., ce 1 jour d'avril 2025.



Marie Chapman
Chief Executive Officer, Chef de la direction