



## **Annual Report to Parliament**

# ***Privacy Act***

**Trois-Rivières Port Authority**

**From April 1<sup>st</sup>, 2018 to March 31, 2019**

## TABLE OF CONTENTS

	Page
INTRODUCTION .....	3
STRUCTURE OF ATIP OFFICE .....	3
STATISTICS .....	4
INSTITUTIONAL POLICIES .....	4
AND PROCEDURES	
DELEGATION OF AUTHORITY .....	4
EDUCATION AND TRAINING .....	4
MONITORING .....	5
COMPLAINTS AND INVESTIGATIONS .....	5
PRIVACY BREACHES .....	5
PRIVACY IMPACT ASSESSMENT (PIA) .....	5
DISCLOSURE PURSUANT TO PARAGRAPH 8(2)(m) .....	5
ANNEX A – Statistical Report	
ANNEX B – Delegation Motion	

## **INTRODUCTION**

The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information about them that is held by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose, and dispose of any personal information.

The Port of Trois-Rivières became a Canadian Port Authority under the provisions of the Canada Marine Act on May 1<sup>st</sup>, 1999.

The Trois-Rivières Port Authority (TRPA) manages the Port of Trois-Rivières, namely the lands and port facilities transferred by Transports Canada.

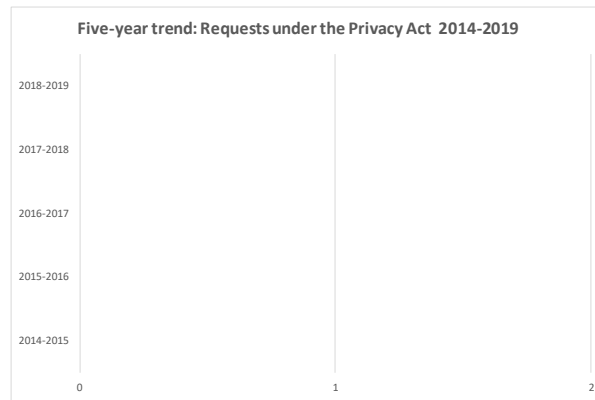
## **STRUCTURE OF THE ATIP OFFICE**

Responsibility for processing requests received under the *Privacy Act* rests with the Access to Information and Privacy Coordinator who is also the Director – Finance and Administration. The Access to Information and Privacy Coordinator oversees the implementation of the *Privacy Act* within the TRPA, and ensures compliance with the legislation. Due to the limited number of information requests, there is no staff dedicated to the function.

## STATISTICS

### Interpretation of the Statistical Report

Requests Received Under the *Privacy Act*: n/a



Exemptions Invoked: n/a

Permissible Disclosure of Personal Information: n/a

Operational Costs to Administer the *Act*: n/a

Percentage of requests answered on time: 100%.

There was no formal Privacy request received by the TRPA during the reporting period.

## INSTITUTIONAL POLICIES AND PROCEDURES

The TRPA did not implement any new and/or revised privacy policies, guidelines or procedures during the reporting period.

## DELEGATION OF AUTHORITY

The signing authority for the administration of the *Privacy Act* remains with the President and CEO of TRPA, who delegated this authority to the Director – Finances and Administration. Copy of this resolution is presented in appendix B.

## EDUCATION AND TRAINING

The TRPA did not offer any training activity on the *Privacy Act* during the reporting period.

## MONITORING

No request was received, therefore no monitoring was conducted during the reporting period.

## **COMPLAINTS AND INVESTIGATIONS**

There were no complaints received concerning the administration of the *Privacy Act*, and no difficulties have been encountered in the administration of the *Privacy Act* during the reporting period.

## **PRIVACY BREACHES**

During this reporting period, no privacy breaches occurred during the reporting period.

## **PRIVACY IMPACT ASSESSMENT**

During this reporting period, TRPA did not initiate any Privacy Impact Assessments and, therefore, no assessments were forwarded to the Office of the Privacy Commissioner.

## **DISCLOSURE PURSUANT TO PARAGRAPH 8(2)(m)**

Subsection 8(2) of the *Privacy Act* describes the circumstances under which personal information under the control of a government institution may be disclosed without the consent of the individual to whom the information pertains. Such disclosures are discretionary and are subject to any other Act of Parliament. Then provide the information about disclosures pursuant to paragraph 8(2)(m).

There were no disclosures pursuant to paragraph 8(2)(m) for the reporting period.

## **NOTE**

This report is prepared in accordance with section 72 of the *Privacy Act*.

Furthermore, the Annual Reports are tabled in Parliament in accordance with section 72 of the *Privacy Act*.