



Annual report to Parliament

Privacy Act

Trois-Rivières Port Authority

April 1, 2024 to March 31, 2025

TABLE OF CONTENTS

B1. INTRODUCTION	3
B2. ORGANIZATIONAL STRUCTURE.....	3
B3. DELEGATION OF AUTHORITY.....	3
B4. PERFORMANCE	3
B5. TRAINING AND AWARENESS.....	3
B6. POLICIES, GUIDELINES AND PROCEDURES.....	3
B7. INITIATIVES AND PROJECTS	4
B8. SUMMARY OF ISSUES AND COMPLAINTS	4
B9. SIGNIFICANT PRIVACY BREACHES	4
B10. PRIVACY IMPACT ASSESSMENTS	4
B11. PUBLIC INTEREST DISCLOSURES	4
B12. COMPLIANCE MONITORING	4

B1. INTRODUCTION

The *Privacy Act* (PA) grants individuals the right to access personal information about themselves held by federal institutions, subject to certain specific exceptions.

This annual report is prepared and will be tabled in Parliament in accordance with section 72 of the *Privacy Act*. It covers the period from April 1, 2024, to March 31, 2025.

The Trois-Rivières Port Authority (TRPA) became a Canadian Port Authority on May 1, 1999, under the *Canada Marine Act*. TRPA manages the Port of Trois-Rivières, including lands and port facilities transferred by Transport Canada.

B2. ORGANIZATIONAL STRUCTURE

Privacy Act-related activities are coordinated by the Privacy Coordinator, who also serves as Legal Advisor and Corporate Secretary. They are supported by the Director of Agreements and Partnerships, who is responsible for reporting to government bodies.

No service contracts under section 73.1 of the *Act* were entered into during the reporting period.

B3. DELEGATION OF AUTHORITY

A signed and dated copy of the delegation of authority is attached to this report.

B4. PERFORMANCE

TRPA did not receive any official request or complaint under the PA during the period covered by this report. Accordingly, no request or complaint was active on the last day of the reporting period.

B5. TRAINING AND AWARENESS

No formal or informal training activities related to the PA were offered within TRPA during the reporting period.

B6. POLICIES, GUIDELINES AND PROCEDURES

No new policies, guidelines, or procedures relating to the protection of personal information were implemented or modified during the reporting period.

No new systematic collection or use of Social Insurance Numbers was initiated during this period.

B7. INITIATIVES AND PROJECTS

Although no specific initiatives were officially implemented during the reporting period, TRPA is currently working on an action plan to ensure that all employees complete mandatory training on privacy protection.

B8. SUMMARY OF ISSUES AND COMPLAINTS

No complaints were received, and no corrective measures were necessary during the 2024–2025 year.

B9. SIGNIFICANT PRIVACY BREACHES

No significant privacy breaches were reported to the Office of the Privacy Commissioner or the Treasury Board of Canada Secretariat during the reporting period.

B10. PRIVACY IMPACT ASSESSMENTS

TRPA conducted no Privacy Impact Assessments during the reporting period.

B11. PUBLIC INTEREST DISCLOSURES

No disclosures in the public interest were made under paragraph 8(2)(m) of the *Privacy Act* during the reporting period.

B12. COMPLIANCE MONITORING

Request processing is directly monitored by the ATIP Coordinator due to the small size of the organization.

TRPA also ensures that contractual agreements include appropriate confidentiality clauses, although few contracts involve personal information.