Annual Report to Parliament

Privacy Act

Administration portuaire de Trois-Rivières

April 1, 2025 to March 31, 2026

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B1. INTRODUCTION

The *Privacy Act* gives individuals a right of access to 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, 2025 to March 31, 2026.

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

The Trois-Rivières Port Authority states that this Annual Report will be tabled in Parliament.

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

TRPA has one wholly owned subsidiary, Gestion Port de Trois-Rivières (GPTR). This TRPA report is also intended to fulfill the reporting requirement on behalf of GPTR.

B2. ORGANIZATIONAL STRUCTURE

The Privacy Coordinator, who is also TRPA's Legal Advisor and Corporate Secretary, is responsible for processing requests received under the *Privacy Act*.

Supported by the Director, Agreements, Partnerships and Legal Affairs, they ensure that reporting obligations to the various government entities are met. They monitor the implementation of the *Privacy Act* and ensure TRPA's compliance with applicable legislation and regulations.

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

B3. DELEGATION ORDER

A signed and dated copy of the Delegation Order is included as an appendix to this report.

B4. PERFORMANCE 2025–2026

TRPA did not receive any formal requests or complaints under the *Privacy Act* during the fiscal year covered by this report. Accordingly, no requests or complaints were active as of the last day of the reporting period.

B5. TRAINING AND AWARENESS

No formal or informal training or awareness activities related to the *Privacy Act* were provided within TRPA during the reporting period.

B6. POLICIES, GUIDELINES, AND PROCEDURES

No new or revised institution-specific policies, guidelines, or written procedures related to privacy were implemented during the reporting period.

No new collections or consistent uses of Social Insurance Numbers began during the reporting period.

B7. INITIATIVES AND PROJECTS TO IMPROVE PRIVACY

Since April 2026, TRPA has undertaken a significant project to modernize its privacy program in order to strengthen compliance with federal requirements and improve its governance practices. This initiative has included updating its privacy policy, developing a complementary access to information policy, validating its personal information inventory, reviewing its personal information banks, and updating the content published in Info Source. The work has also helped clarify roles and responsibilities related to privacy, strengthen the management of the personal information life cycle, and improve the integration of various governance tools. This initiative forms part of a continuous improvement approach aimed at ensuring responsible, transparent and compliant management of personal information held by the organization.

B8. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

No complaints were received and no corrective action was required during the reporting period.

B9. MATERIAL PRIVACY BREACHES

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

B10. PRIVACY IMPACT ASSESSMENTS

TRPA did not complete any Privacy Impact Assessments during the reporting period.

B11. PUBLIC INTEREST DISCLOSURES

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

B12. MONITORING COMPLIANCE

Given that TRPA is a small organization and receives few requests annually compared with other institutions, the time taken to process personal information requests is monitored directly by the Coordinator, supported by the Director, Agreements, Partnerships and Legal Affairs. No other specific monitoring was conducted during the reporting period.