



ANNUAL REPORT TO PARLIAMENT

PRIVACY ACT

REPORTING PERIOD:
APRIL 1, 2023 TO MARCH 31, 2024

Introduction

The *Privacy Act* (the “Act”) provides Canadians with protection and the right of access to personal information about themselves in records under the control of government institutions. Except in limited and specific situations, the right of access to one’s own personal information under the control of a government institution cannot be restricted.

Prince Rupert Port Authority (“PRPA”) is listed under the section of “Other Government Institutions” in Schedule (Section 3) of the Act and pursuant to section 72, has prepared its annual report on the application of the Act within the organization to be tabled in Parliament by the Minister of Transportation, the Minister responsible for Canada Port Authorities.

PRPA is a Canada Port Authority established by virtue of Letters Patent, issued by the Minister of Transportation pursuant to Section 8 of the *Canada Marine Act*.

PRPA is responsible for administering activities within the Port of Prince Rupert related to shipping, navigation, transportation of passengers and goods and the handling and storage of goods, with a mission to develop and grow the Port of Prince Rupert in a sustainable, economical, safe, and environmentally sound manner.

Privacy Act Responsibilities

The President and Chief Executive Officer of the Prince Rupert Port Authority is the Head of the Institution for the purpose of administering the Act. The responsibilities of the Head of the Institution under the Act have been delegated to Shelby O’Brien, Vice President, Commercial and Regulatory Affairs & General Counsel, pursuant to the attached Delegation of Authority Order of April 20, 2023. PRPA’s Access to Information and Privacy Coordinator (“ATIP Coordinator”) is Bhupinder Baath, Associate Corporate Secretary and Compliance Officer.

Procedures and Monitoring

Procedures are in place directing all formal *Privacy Act* Requests (“Requests”) and enquiries to the ATIP Coordinator, under the supervision of the Delegated Head, who ensures that Requests are processed in accordance with the provisions of the Act.

The ATIP Coordinator monitors the processing time of the Requests and reports regularly to the Delegated Head of the program. The ATIP Coordinator is responsible for ensuring that responses to Requests are handled in compliance with the Act and endeavors to respond to Requests within the 30-day statutory timeline.

Performance 2023-2024

PRPA received no formal Requests during the reporting period April 1, 2023, to March 31, 2024 (the “Current Reporting Period”). There were no Requests outstanding from the previous reporting year. A multi-year trend continues whereby PRPA has not received any formal Requests.

Attached is the Statistical Report which provides a detailed summary of data on *Privacy Act* Requests between April 1, 2023, and March 31, 2024.

Training and Awareness

For the Current Reporting Period informal briefings and updates were provided by the ATIP Coordinator at meetings held by various departments.

PRPA has been actively participating in virtual training sessions put on by the Access to Information and Privacy Communities Development Office (APCDO).

PRPA has in the past successfully secured training through the Canada School of Public Service (“CSPS”). In recent attempts to register employees for training, PRPA was advised that the organization is no longer eligible to use the services of CSPS. As an organization that is subject to Requests and Consultations under the Act, PRPA has been told that any relevant training for staff who are responsible for complying with these requests is not available to them.

Policies and Guidelines

No new policies, guidelines or procedures related to the Act were implemented by PRPA during the reporting period.

Initiatives and Projects to Improve Privacy

PRPA was successfully onboarded by the Treasury Board of Canada Secretariat to the ATIP Online Management platform during the Current Reporting Period to modernize the delivery of services.

Privacy Complaints and Breaches

PRPA received no complaints, no audits were conducted, and no investigations were undertaken or concluded during the Current Reporting Period.

No material privacy breaches were reported by PRPA to the Office of the Privacy Commissioner and to the Treasury Board of Canada during the Current Reporting Period.

Privacy Impact Assessment

PRPA did not undertake any Privacy Impact Assessment activities during the Current Reporting Period.

Public Interest Disclosures

PRPA did not make any disclosures under Sec. 8(2)(m) of the Act during the Current Reporting Period.

Monitoring Compliance

PRPA did not conduct any monitoring during this reporting period.

The **PRESIDENT & CEO**, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, and section 6.1 of the *Policy on Official Languages*, hereby delegates to the person holding the position set out in the schedule below, or the person occupying, on an acting basis, that position, to exercise the powers, duties and function of the **PRESIDENT & CEO** as the head of **PRINCE RUPERT PORT AUTHORITY**, under the provision of the Acts and related regulations set out in the schedule opposite each position. This delegation order replaces all previous delegation or designation orders and remains in place until it is revoked, replaced, or modified.

SCHEDULE

Position	<i>Access to Information Act</i>	<i>Privacy Act</i>	<i>Official Languages Act</i>
Vice President, Commercial and Regulatory Affairs and General Counsel	Full Authority	Full Authority	Fully Authority

Dated at the City of Prince Rupert, effective 20th day of April 2023



Shaun Stevenson
President & Chief Executive Officer



Statistical Report on the *Privacy Act*

Name of institution: Prince Rupert Port Authority

Reporting period: 4/1/2023 to 3/31/2024

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3 Completion time of informal requests

Completion Time							
0 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	Total
0	0	0	0	0	0	0	0

2.4 Pages released informally

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	0	0	0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

3.5.2 Relevant pages processed per request disposition for paper, e-record and dataset formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0

Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.7 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

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

3.7 Deemed refusals

3.7.1 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

3.7.2 Request 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 timeline 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

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 4: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100–500 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 9: Complaints and Investigations Notices Received

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

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	0	0	0	0
Central	0	0	0	0
Total	0	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

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

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	0
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$35,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$35,000

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.300
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.300

Note: Enter values to three decimal places.