ANNUAL REPORT TO PARLIAMENT

PRIVACY ACT

REPORTING PERIOD:
APRIL 1, 2025 TO MARCH 31, 2026

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.

The PRPA did have wholly owned subsidiaries during the reporting period, listed as follows:

- 1401014 B.C. Ltd
- Prince Rupert Port Development Corporation
- Prince Rupert Port Logistics Holdings Corp
- Prince Rupert Terminals Inc.

This report is intended to fulfill the reporting requirements of the PRPA as well as its subsidiaries.

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 pursuant to the attached Delegation of Authority Order of April 20, 2023. PRPA's Access to Information and Privacy Coordinator ("ATIP Coordinator") is the Data Governance 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.

PRPA was not party to any service agreements under section 73.1 of the Act during this reporting period.

Performance 2025-2026

PRPA received no formal Requests during the reporting period April 1, 2025, to March 31, 2026 (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, 2025, and March 31, 2026.

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 also received virtual training from the International Association of Privacy Professionals ("IAPP").

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 engaged consulting services to review its current privacy management system and has implemented recommended improvements. Training materials are also being prepared for presentation across the organization to increase awareness and confirm organizational obligations related to privacy.

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 prepared and submitted one Privacy Impact Assessment (PIA) during the Current Reporting Period, for the program Melon by Corporate Traveller. PRPA's summaries of completed PIAs are accessible via the following links: Transparency | Prince Rupert Port Authority and Info Source | Prince Rupert Port Authority.

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 formalized monitoring during this reporting period.

Appendix 1 – Delegation of Authority

PRINCE RUPERT PORT AUTHORITY
200-215 COW BAY RD.
PRINCE RUPERT, BC V8J 1A2

P 250 627 8899
F 1+ 250 627 8980

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	***Access to Information Act***	***Privacy Act***	***Official Languages Act***
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

Appendix 2 – 2026-2026 Statistical Data

Government of Canada | Gouvernement du Canada

Statistical Report on the *Privacy Act*

Name of institution: Prince Rupert Port Authority

Reporting period: 2025-04-01 to 2026-03-31

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 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**

2.3 Pages released informally

Less Than 500 Pages Released		500-10000 Pages Released		More Than 10000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of 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
All disclosed	0	0	0	0	0	0	0	**0**
Disclosed in part	0	0	0	0	0	0	0	**0**
All exempted	0	0	0	0	0	0	0	**0**
All excluded	0	0	0	0	0	0	0	**0**
No records exist	0	0	0	0	0	0	0	**0**
Request abandoned	0	0	0	0	0	0	0	**0**
Neither confirmed nor denied	0	0	0	0	0	0	0	**0**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

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 500 Pages Processed		500-10000 Pages Processed		More Than 10000 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
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**

3.5.3 Relevant minutes processed and disclosed for audio and video 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 and video formats ~~by size of requests~~

Disposition	Number of requests	Minutes Processed
All disclosed	0	0
Disclosed in part	0	0
All exempted	0	0
All excluded	0	0
Request abandoned	0	0
Neither confirmed nor denied	0	0
Total	**0**	**0**

3.5.5 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**

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**

Section 5: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	**0**

Section 6: Extensions

6.1 Reasons for extensions

	15(a)(i) Interference with operations				15 (a)(ii) Consultation			
Number of extensions taken	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence (Section 70)	External	Internal	15(b) Translation purposes or conversion
0	0	0	0	0	0	0	0	0

6.2 Length of extensions

	15(a)(i) Interference with operations				15 (a)(ii) Consultation			
Length of Extensions	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence (Section 70)	External	Internal	15(b) Translation purposes or conversion
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater								0
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	**0**	**0**	**0**	**0**
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							
	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
Disclose entirely	0	0	0	0	0	0	0	**0**
Disclose in part	0	0	0	0	0	0	0	**0**
Exempt entirely	0	0	0	0	0	0	0	**0**
Exclude entirely	0	0	0	0	0	0	0	**0**
Consult other institution	0	0	0	0	0	0	0	**0**
Other	0	0	0	0	0	0	0	**0**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

Recommendation	Number of days required to complete consultation requests							
	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
Disclose entirely	0	0	0	0	0	0	0	**0**
Disclose in part	0	0	0	0	0	0	0	**0**
Exempt entirely	0	0	0	0	0	0	0	**0**
Exclude entirely	0	0	0	0	0	0	0	**0**
Consult other institution	0	0	0	0	0	0	0	**0**
Other	0	0	0	0	0	0	0	**0**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 500 Pages Processed		500-10000 Pages Processed		More than 10000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0
More than 365	0	0	0	0	0	0
Total	**0**	**0**	**0**	**0**	**0**	**0**

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 500 Pages Processed		500-10000 Pages Processed		More than 10000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0
More than 365	0	0	0	0	0	0
Total	**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 Programs and activities

Number of existing programs or activities that use personal information that have been substantially modified during the reporting period	0
Number of new programs or new activities that use personal information established during the reporting period	1

10.2 Privacy Impact Assessments

Number of PIAs completed	1
Number of PIAs modified	0
Number of PIA summaries published during the reporting period	9
Number of PIAs for which the risk mitigation measures have been reviewed during the reporting period	16

10.3 Privacy Protocols

Number of privacy protocols completed to establish or modify Personal Information Banks	0

10.4 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	9	9	0	0
Central	0	0	0	0
Total	**9**	**9**	**0**	**0**

10.5 Info Source page

Date of the most recent major change to Personal Information Banks on the Info Source page	2026-01-09

Section 11: Social Insurance Number

Number of new programs or activities that collect or use Social Insurance Number	0

Section 12: Privacy Breaches

12.1 Material Privacy Breaches reported

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

12.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	0

Section 13: Privacy Training

Number of employees that have completed privacy training during the reporting period	1

Section 14: Resources Related to the Privacy Act

14.1 Allocated Costs

Expenditures		Amount
Salaries		$150,100
Overtime		$0
Goods and Services		$54,000
• Professional services contracts	$54,000	
• Other	$0	
Total		**$204,100**

14.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.100
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	**1.100**

Note: Enter values to three decimal places.