

BELLEDUNE PORT AUTHORITY
ADMINISTRATION PORTUAIRE DE BELLEDUNE



ANNUAL REPORT

on the Administration

of the *Privacy Act*

for the period of April 1st, 2017 to March 31st, 2018

PRIVACY ACT

B1. INTRODUCTION

- **Purpose of the Privacy Act**

2. *The purpose of this Act is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information.*

Note: This report is prepared in accordance with Section 72 of the *Privacy Act*:

72. (1) *The head of every government institution shall prepare for submission to Parliament an annual report on the administration of this Act within the institution during each financial year.*
- 72.(2) *Every report prepared under subsection (1) shall be laid before each House of Parliament within three months after the financial year in respect of which it is made or, if that House is not then sitting, on any of the firsts fifteen days next thereafter that it is sitting.*

- **The mandate of the Belledune Port Authority**

The mandate of the Belledune Port Authority is to oversee the operation of the Port of Belledune, provide the required port infrastructure to support maritime trade and to promote the port in the best interests of Canada's domestic and international waterborne trade. Furthermore, the Belledune Port Authority will:

develop, implement and revise

guidelines, policies, and procedures to establish best practices and ensure compliance with the Privacy Act

provide education and training

for members of the Belledune Port Authority staff

communicate

internally on privacy guidelines, policies, best practices, and other privacy matters of interest to members of the Belledune Port Authority staff

monitor and report

on administration of the Privacy Act

B2. ORGANIZATIONAL STRUCTURE

It is the obligation of the Belledune Port Authority to ensure it fulfills its *Privacy Act* responsibility.

- Accordingly, any requests received are directed to the Coordinator of the *Act*: Mr. Denis Caron, President & CEO. Any request are then treated as per the *Act* under:

Section 13 (1) A request for access to personal information under paragraph 12(1)(a) shall be made in writing to the government institution that has control of the personal information bank that contains the information and shall identify the bank.

(2) A request for access to personal information under paragraph 12(1)(b) shall be made in writing to the government institution that has control of the information and shall provide sufficiently specific information on the location of the information as to render it reasonably retrievable by the government institution.

And, Section 14 "Where access to personal information is requested under subsection 12(1), the head of the government institution to which the request is made shall, subject to section 15, within thirty days after the request is received,

- a) Give written notice to the individual who made the request as to whether or not access to the information or a part thereof will be given; and
If access is to be given, give the individual who made the request access to the information or part thereof. "

The President & CEO has assigned one BPA staff to manage any access to personal information request.

Note: The Belledune Port Authority has not received any request during the reporting period.

B3. DELEGATION ORDER

Note: It is to be noted that the head of the institution (Mr. Denis Caron, President & CEO) did not delegate any of his powers and responsibilities under the *Act*.

- During the period of April 1st, 2017 to March 31, 2018, the BPA received zero (0) requests under the *Privacy Act*. And, there were no outstanding requests from the previous year.

B4. HIGHLIGHTS OF THE STATISTICAL REPORT, 2017-18

The Belledune Port Authority did not receive any official request for information under the *Privacy Act* as is reflected in the Statistical Report for this reporting period. No multi-year trends to report given that no requests were ever received.

B5. TRAINING and AWARENESS

During the reporting period, no further training and awareness activities were undertaken by employees of the Belledune Port Authority related to the *Privacy Act*.

- B6. POLICIES, GUIDELINES, PROCEDURES and INITIATIVES
- B7. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS
- B8. MONITORING COMPLIANCE
- B9. MATERIAL PRIVACY BREACHES
- B10. PRIVACY IMPACT ASSESSMENTS
- B11. PUBLIC INTEREST DISCLOSURES

During the reported period, no specific Privacy related policies, guidelines, procedures or initiatives have been implemented as no requests, complaints and/or investigations were received.

Furthermore, the Belledune Port Authority has not received any complaints, audits and/or investigations during the reporting period nor in the last six (6) years.

The Belledune Port Authority did not require any monitoring for the reporting period as no Privacy request was received.

The Belledune Port Authority confirms that no material privacy breach occurred during the reporting period as no Privacy request was received.

The Belledune Port Authority did not complete any Privacy Impact Assessment (PIA) during the reporting period as no Privacy request was received.

The Belledune Port Authority confirms that no public interest disclosures were made under paragraph 8(2)(m) of the Privacy Act during the reporting period.

STATISTICAL REPORT

Attached is the Appendix A- "*Report on the Privacy Act*", which provides statistical data on requests received by the Belledune Port Authority.

The Belledune Port Authority did not receive any requests during the period 2017-04-01 to 2018-03-31.

TRENDS

Given that there were never any *Privacy Act* requests received at the Belledune Port Authority since 2011, no identifiable trends have been established.