

**BELLEDUNE PORT AUTHORITY**  
**ADMINISTRATION PORTUAIRE DE BELLEDUNE**



**ANNUAL REPORT**

on the Administration  
of the *Privacy Act*

**for the period of April 1st, 2023, to March 31st, 2024**

## 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, 2023, to March 31, 2024, 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, 2023-2024**

The Belledune Port Authority did not receive any official requests 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 eleven (11) 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 Appendix A-“*Report on the Privacy Act*”, which provides statistical data on requests received by the Belledune Port Authority.

The Belledune Port Authority received no requests during the period 2023-04-01 to 2024-03-31.

## **TRENDS**

Given that there has been no *Privacy Act* request received at the Belledune Port Authority since 2011, no identifiable trends have been established.



## Statistical Report on the *Privacy Act*

Name of institution: BELLEDUNE 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	
<b>Total</b>		<b>0</b>
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
<b>Total</b>	<b>0</b>





### 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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	0	0	0	0	0	0

**3.5.7 Other complexities**

<b>Disposition</b>	<b>Consultation Required</b>	<b>Legal Advice Sought</b>	<b>Interwoven Information</b>	<b>Other</b>	<b>Total</b>
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**3.6 Closed requests**

**3.6.1 Number of requests closed within legislated timelines**

<b>Number of requests closed within legislated timelines</b>	0
<b>Percentage of requests closed within legislated timelines (%)</b>	0

**3.7 Deemed refusals**

**3.7.1 Reasons for not meeting legislated timelines**

<b>Number of requests closed past the legislated timelines</b>	<b>Principal Reason</b>			
	<b>Interference with operations / Workload</b>	<b>External Consultation</b>	<b>Internal Consultation</b>	<b>Other</b>
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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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		\$4,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$4,000</b>

**12.2 Human Resources**

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.100
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>0.100</b>

**Note:** Enter values to three decimal places.