Annual Report to Parliament

Privacy Act

Windsor Port Authority

Date: April 1, 2022 - March 31, 2023

Privacy Act

Introduction

The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information about them that is held by the federal government. It also protects against unauthorized disclosure of their personal information. In addition, it strictly controls how the government will collect, use, store, disclose, and dispose of any personal information.

In accordance with section 72 of the Privacy Act, the annual report is prepared and tabled in Parliament.

The Windsor Port Authority was established under the Canada Marine Act on July 1, 1999. Our mission is to manage, develop and promote the Port of Windsor to fulfil its mandate as a Federal Agency incorporated under the provisions of the Canada Marine Act, while supporting established standards of safety, security and environmental stewardship.

Structure of the ATIP Office

Responsibility for processing requests received under the *Privacy Act* rests with the Access to Information and Privacy Coordinator who is also the President & Chief Executive Officer. The Access to Information and Privacy Coordinator oversees the implementation of the *Privacy Act* within the Windsor Port Authority and ensures compliance with the legislation.

Service agreements under section 73.1 of the Privacy Act were not applicable during this reporting period.

Delegation of Authority

The signing authority for the administration of the *Privacy Act* remains with the President and Chief Executive Officer.

Statistical Report

The Windsor Port Authority received one Privacy request during the reporting period. The requester was referred to an alternate government of Canada Agency within the legislated timeframe that would be more likely to have the requested documents. There were no active requests on the last day of the reporting period. The 2022-23 Statistical Reports as submitted to Treasury Board Secretariate have been appended to this report.

No extra monitoring for time processing was required during the reporting period. No material privacy breaches of any kind occurred during the reporting period. This is within the normal range in the last 3-5 years where no requests have been received. There are no active requests or complaints outstanding from prior reporting periods. COVID-19 related measures did not affect the ability to respond to *Privacy Act* responsibilities.

Training and Awareness

The Windsor Port Authority does not provide or conduct training/awareness activities for its employees. Staff continue to participate in government of Canada online information workshops, deep dive sessions and sector sponsored information sessions/community meetings.

Policies, Guidelines and Procedures

Procedures are in place for directing all formal privacy requests to the Privacy Coordinator who ensures that they are processed in accordance with the provisions of the Act. The Windsor Port Authority did not implement any new or revised institution-specific policies, guidelines and procedures related to Privacy during the reporting period.

Initiatives and Projects to Improve Privacy

The Port Authority has commenced the onboarding process to leverage the ATIP online portal with the signed MOU submitted to ATIP-WEB on June 9, 2022.

Complaints and Investigations

There were no complaints received or concluded concerning the administration of the *Privacy Act* for the current reporting period, and no difficulties have been encountered in the administration of the *Privacy Act* during the reporting period.

Material Privacy Breaches

No material privacy breaches occurred during the reporting period, consequently, no material privacy breaches were reported to the Office of the Privacy Commissioner or the Treasury Board Secretariate (Information and Privacy Policy Division).

Privacy Impact Assessment (PIA)

During this reporting period, the Windsor Port Authority did not initiate any Privacy Impact Assessments (PIA) and, therefore, no assessments were forwarded to the Office of the Privacy Commissioner.

Disclosure Pursuant to Paragraph 8(2)(m)

There were no disclosures pursuant to paragraph 8(2)(m) for the reporting period.

Monitoring Compliance

No extra monitoring was required due to the limited number of requests.



Statistical Report on the *Privacy Act*

Name of institution:	Windsor Port Authority					
Reporting period:	2022-04-01	to	2023-03-31			

Section 1: Requests Under the Privacy Act

1.1 Number of requests received

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods	0	
 Outstanding from previous reporting period 	0	
 Outstanding from more than one reporting period 		
Total		1
Closed during reporting period		1
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	1
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	1

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		
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								
1 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

Less Th	nan 100	100-500		501-1000		1001-5000		More Than 5000	
Pages R	eleased	Pages R	eleased	Pages Released		Pages Released Pages Released		ed Pages Release	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
	0	0	0	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

		Completion Time						
Disposition of Requests	1 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	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	1

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

3.5 Complexity

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

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

3.5.2 Relevant pages processed by request disposition for <u>paper</u> and <u>e-record</u> formats by size of requests

	Less Th Pages Pr		-100 Pages Pr		501-1 Pages Pro		-1001 Pages Pr			han 5000 rocessed
Disposition	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 <u>audio</u> 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 <u>audio</u> formats by size of requests

	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
Disposition	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

	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
Disposition	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	1
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

	Principal Reason				
Number of requests closed past the legislated timelines	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	h 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

		e with operations		15 (a)(i				
	Further review							15(b)
	required to determine	required to Cabinet Cabinet Cabinet					Translation purposes or	
Number of extensions taken	exemptions	pages	requests	difficult to obtain	(Section 70)	External	Internal	conversion
0	0	0	0	0	0	0	0	0

6.2 Length of extensions

		15(a)(i) Interferenc	e with operations		15 (a)(i	i) Consulta	ation	
Length of Extensions	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (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

	Ν	umber of I	Days Requi	red to Co	omplete Co	nsultation	Reques	ts
Recommendation	1 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

		Number of	days requi	ired to co	omplete co	nsultation	requests	6
Recommendation	1 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

	Fewer TI Pages Pr			100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
Number of Days	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	

8.2 Requests with Privy Council Office

	Fewer T Pages Pr	ocessed	100–500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
Number of Days	Requests	Disclosed	Requests	Disclosed	Requests	Disclosed	Requests	Disclosed	Requests	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
---	---

Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

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

12.2 Human Resources

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

Note: Enter values to three decimal places.