

ST. JOHN'S PORT AUTHORITY



ANNUAL REPORT

on the administration of the

Privacy Act

for the period 2019-04-01 to 2020-03-31

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1. Introduction

The St. John's Port Authority (SJPA) was established pursuant to the *Canada Marine Act* (*CMA*), which received Royal Assent on May 1, 1999. The *CMA* repealed the Canada Ports Corporation Act of 1983.

The SJPA's mission is to provide reliable, economic and efficient port services for the purposes of supporting Canadian trade, fostering regional economic development, and serving Newfoundland and Labrador's distribution requirements.

The purpose of the *Privacy 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.

This report is prepared in accordance with section 72 of the *Privacy Act* and the annual reports are tabled in Parliament in accordance with section 72 of the *Act*.

This report covers the fiscal year 2019-04-01 to 2020-03-31. There were no *Privacy Act* requests received during that period.

2. Structure of the Access to Information Privacy Office

The responsibility for processing requests received under the *Privacy Act* rests with the President and Chief Executive Officer, who ensures compliance with the legislation.

Administration of the *Privacy Act* - The staff complement at the SJPA is 13. The President and CEO is the *Privacy Act* Coordinator. Procedures for handling *Privacy Act* requests are well known throughout our institution.

3. Delegation Order

The *Privacy Act* Coordinator is the President and Chief Executive Officer, Mr. Sean Hanrahan, who is the head of our institution. There has been no further delegation setting out the powers, duties and functions for the administration of the *Privacy Act*. The President and CEO ensures that any requests are processed in accordance with the provisions of the *Act*.

4. Trends

The SJPA did not receive any requests during the period 2019-04-01 to 2020-03-31.

Attached is form TBS 350-63 “Report on the *Privacy Act*,” which provides statistical data on requests received by the SJPA.

Given that there were never any *Privacy Act* requests received at the SJPA, no identifiable trends have been established.

5. Training

The SJPA participated in the conference call on ATIP Implementation Notice 2020-01: Guidance on delays resulting from measures to mitigate the impact of COVID-19 on Monday March 30, 2020.

6. Institutional Policies, Guidelines and Procedures

There were no related policies and procedures implemented or revised during the reporting period.

7. Complaints and/or Investigations

There were no complaints or investigations during the reporting period.

8. Monitoring

Given that there were never any *Privacy Act* requests received at the SJPA, the monitoring of the time to process such requests is not applicable.

9. Privacy Breaches

There were no material privacy breaches during the reporting period.

10. Privacy Impact Assessment (PIA)

The SJPA did not receive any requests under the *Privacy Act* and, therefore, did not undertake any PIAs, nor did not invoke any exemptions or cite any exclusions during the reporting period.

11. Disclosures Under 8(2)(m)

There were no disclosures made pursuant to subsection 8(2)(m) of the *Privacy Act* during the reporting period.