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## Annual Report on the *Privacy Act*, 2020-2021

### prepared by Laurentian Pilotage Authority

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#### 1. Introduction

##### > Brief summary of the purpose of the *Privacy Act*

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.

##### > Statement that the Annual Report is prepared and tabled in Parliament in accordance with section 72 of the *Privacy Act*

The Laurentian Pilotage Authority (« **Authority** ») is a Crown Corporation listed in Schedule III, Part 1 of the *Financial Administration Act*. It was constituted on February 1, 1972, pursuant to the *Pilotage Act*.

The Authority is financially self-sufficient and reports to the Minister of Transport Canada.

It is directly responsible for the implementation and administration of the *Privacy Act* in compliance with Section 72 of the said Act.

##### > Authority mandate

As the gateway for marine pilotage services on its territory, the Authority is responsible for all aspects related to pilotage, making it a turnkey organization. Its legislative mandate also gives it the responsibility to set the pilotage charges, which must remain reasonable and fair to its customers while allowing it to operate on a self-financing basis. In this regard, its legislative mandate is based on the following principles and objectives<sup>1</sup>:

- That pilotage services be provided in a manner that promotes and contributes to the safety of navigation, including the safety of the public and marine personnel, and that protects human health, property and the environment;

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<sup>1</sup> *Pilotage Act* R.S.C., (1985), c. P-14), section 2



- That pilotage services be provided in an efficient and cost-effective manner;
- That risk management tools be used effectively and that evolving technologies be taken into consideration;
- That an Authority's pilotage charges be set at levels that allow the Authority to be financially self-sufficient.

## 2. Organizational Structure

The Authority discharges its responsibilities under the *Privacy Act* through the Legal Affairs Department. Privacy information requests are received and processed by the Privacy Coordinator, who consults with various internal stakeholders as required, depending on the nature of the request.

The Authority's Privacy Office is staffed by two individuals, a Coordinator and an Assistant. The Authority has not entered into any agreements with any other government institution to provide services under the *Privacy Act* pursuant to section 73.1 of that Act during the period covered by this Report.

## 3. Delegation Order

A copy of the signed and dated Delegation Order in effect at the end of the reporting period is attached. The Delegation Orders specify the powers, duties and functions for the administration of the *Privacy Act* that has been delegated by the Chairman of the Board of Directors at the time of the Delegation Order.

## 4. Performance 2020-2021

### > Overview of key data on the institution's performance for the year, as reflected in the institution's Statistical Report for 2020-2021

During the reporting period, the Authority did not receive any privacy information requests.

Based on multi-year trends, the Authority processes a low volume of requests, so it remains able to respond to all requests it receives within the prescribed legislated timelines and without any extensions.

The Authority reports that the impacts of COVID-19-related measures have not affected its operations or its ability to fulfill its *Privacy Act* responsibilities during this reporting period.

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The *Privacy Act* Statistical Report Form 2020-2021, validated by the Treasury Board of Canada Secretariat (« TBS »), providing detailed data on the Authority's performance is attached to this Annual Report.

## **5. Training and Awareness**

On January 28, 2021, Data Privacy Theme Day, the Authority promoted the impact of technology on privacy rights and the importance of protecting one's personal information. An awareness statement was emailed to all Authority employees.

## **6. Policies, Guidelines, Procedures and Initiatives**

There are no other institutional policies, guidelines, procedures or initiatives were implemented other than complying with the requirements of the Act as set out in the Regulations.

## **7. Summary of Key Issues and Actions Taken on Complaints**

No key issues were raised as a result of privacy complaints for the current year, no complaint, verification or investigation have been received during the period.

## **8. Monitoring Compliance**

Due to the non-existent request of privacy information, the Authority, through its Coordinator, monitoring as conduct as an informal follow-up of the time spent to process such requests. No request has been received nor completed during the period. All reasonable efforts are undertaken by the Authority in order to process all requests in accordance with the Law's prescribed delays.

## **9. Material Privacy Breaches**

No material privacy breaches were reported to the Office of the Privacy Commissioner and to TBS (Information and Privacy Policy Division) during the reporting period.

## **10. Privacy Impact Assessments (« PIA »)**

The Authority did not complete any PIAs during the reporting period.

## **11. Public Interest Disclosures**

No disclosures were made under paragraph 8 (2)(m) of the *Privacy Act* during the reporting period.



## 12. Attachments

- Delegation Order
- 2020-2021 *Privacy Act* Statistical Forms
- January 28, 2021, Awareness Release



Administration de pilotage des Laurentides  
Laurentian Pilotage Authority

## ARRÊTÉ SUR LA DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET DE LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

PAR LE PRÉSENT ARRÊTÉ pris en vertu de l'article 95(1) de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, je délègue, selon l'annexe ci-jointe, depuis le 1<sup>er</sup> avril 2020, l'Avocate générale et Secrétaire générale, ainsi qu'à la personne occupant ce poste à titre intérimaire le cas échéant, les pouvoirs et les fonctions se rapportant à l'Administration de pilotage des Laurentides qui me sont confiés aux termes des *Décrets sur la désignation des responsables d'institutions fédérales* de ces lois en ma qualité de responsable d'une institution fédérale.

Daté, en la ville de Montréal, ce 26e jour de mai 2020.

**Ricky Fontaine**  
Président du Conseil d'administration

## ACCESS TO INFORMATION AND PRIVACY ACT DELEGATION ORDER

BY THIS ORDER made pursuant to section 95(1) of the *Access to Information Act* and section 73 of the *Privacy Act*, I hereby designate the person holding the position of General Counsel and Corporate Secretary, as well as to the person occupying this position on an acting basis if necessary, to exercise or perform the powers, duties and functions of the head of a government institution under the *Acts' Designation Order of Government Institutions*, as specified in the attachment, insofar as they may be exercised or performed in relation to the Laurentian Pilotage Authority, effective since April 1, 2020.

Dated, at the City of Montreal, this 26th day of May, 2020.

**Ricky Fontaine**  
Chairman

**ANNEXE A - DELEGATION DE POUVOIRS ET D'ATTRIBUTIONS EN VERTU DE L'ARTICLE 73  
DE LA LOI SUR L'ACCES A L'INFORMATION ET DE LA PROTECTION DES  
RENSEIGNEMENTS PERSONNELS**

**SCHEDULE A - DELEGATION OF POWERS, DUTIES AND FUNCTIONS PURSUANT TO  
SECTION 73 OF THE ACCESS TO INFORMATION ACT AND PRIVACY ACT**

***Loi sur l'accès à l'information et ses règlements*** : autorité absolue  
***Access to Information Act and Regulations***: absolute authority

***Loi sur la protection des renseignements personnels et ses règlements*** : autorité absolue  
***Privacy Act and Regulations***: absolute authority

## Statistical Report on the *Privacy Act*

Name of institution: Laurentian Pilotage Authority

Reporting period: 2020-04-01 to 2021-03-31

### Section 1: Requests Under the *Privacy Act*

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
<b>Total</b>	<b>0</b>
Closed during reporting period	0
Carried over to next reporting period	0

### Section 2: Requests Closed During the Reporting Period

#### 2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	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	
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2.2 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		

## 2.3 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

## 2.4 Format of information released

Paper	Electronic	Other
0	0	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

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



**2.5.2 Relevant pages processed and disclosed by size of requests**

Disposition	Less Than 100 Pages Processed		101-500 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
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

**2.5.3 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
<b>Total</b>	0	0	0	0	0

**2.6 Closed requests**

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

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

**2.7 Deemed refusals**

**2.7.1 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

**2.7.2 Requests 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 Timelines 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



## 5.2 Length of extensions

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

## Section 6: Consultations Received From Other Institutions and Organizations

### 6.1 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
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over to the next reporting period	0	0	0	0



**Section 7: Completion Time of Consultations on Cabinet Confidences**

**7.1 Requests with Legal Services**

Number of Days	Fewer Than 100 Pages Processed		101-500 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

**7.2 Requests with Privy Council Office**

Number of Days	Fewer Than 100 Pages Processed		101-500 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 8: Complaints and Investigations Notices Received**

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

**Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)**

**9.1 Privacy Impact Assessments**

Number of PIA(s) completed	0
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**9.2 Personal Information Banks**

Personal Information Banks	Active	Created	Terminated	Modified
	69	6	9	84

**Section 10: Material Privacy Breaches**

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

**Section 11: Resources Related to the *Privacy Act***

**11.1 Costs**

Expenditures	Amount
Salaries	\$1 500
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
<b>Total</b>	<b>\$1 500</b>

**11.2 Human Resources**

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0,010
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
<b>Total</b>	<b>0,010</b>

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



## Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*

Name of institution: Laurentian Pilotage Authority

Reporting period: 2020-04-01 to 2021-03-31

### Section 1: Capacity to Receive Requests

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

### Section 2: Capacity to Process Records

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
<b>Unclassified Paper Records</b>	0	0	52	<b>52</b>
<b>Protected B Paper Records</b>	0	0	52	<b>52</b>
<b>Secret and Top Secret Paper Records</b>	0	0	52	<b>52</b>

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
<b>Unclassified Electronic Records</b>	0	0	52	<b>52</b>
<b>Protected B Electronic Records</b>	0	0	52	<b>52</b>
<b>Secret and Top Secret Electronic Records</b>	0	0	52	<b>52</b>





Administration de pilotage des Laurentides  
Laurentian Pilotage Authority

## **Journée de la protection des données 28 janvier**

### **Sensibilisation aux obligations en matière de protection des renseignements personnels**

Le 28 janvier, le Canada et de nombreux autres pays du monde entier soulignent la Journée de la protection des données. Cette journée thématique fait valoir l'incidence de la technologie sur notre droit à la vie privée et l'importance de protéger les renseignements personnels et de reconnaître leur valeur.

#### **La protection des renseignements personnels est la responsabilité de tous**

En tant que fonctionnaires fédéraux, nous sommes responsables de protéger les renseignements personnels que nous recueillons dans le cadre de nos activités. Il s'agit, entre autres, des renseignements personnels sur nos collègues, ainsi que sur nous-mêmes.

#### **Qu'entend-on par « renseignements personnels »?**

La *Loi sur la protection des renseignements personnels* définit les renseignements personnels comme étant « les renseignements, quels que soient leur forme et leur support, concernant un individu identifiable ». Il peut s'agir notamment de renseignements personnels relatifs à la nationalité, à l'âge ou à la situation de famille d'une personne, ou encore de son dossier médical, de son adresse IP, de son historique de navigation ou de ses empreintes digitales. Vous trouverez [ici](#) d'autres exemples des types de renseignements considérés comme étant personnels au sens de la *Loi sur la protection des renseignements personnels*.

Les institutions fédérales recueillent des renseignements personnels dans diverses situations, par exemple :

- l'obtention du numéro d'assurance sociale ou de tout autre numéro d'identification attribué à une personne;
- la saisie de l'information sur le rendement dans l'application Gestion du rendement de la fonction publique du gouvernement fédéral;
- la collecte de renseignements sur la rémunération et les avantages sociaux des employés du gouvernement.

## **Comment protéger les renseignements personnels et les autres renseignements sensibles?**

À titre d'employé de l'APL, vous devez suivre les politiques et les directives du Secrétariat du Conseil du Trésor du Canada en matière de protection des renseignements personnels. Pour ce faire, il faut s'assurer que les renseignements personnels :

- sont gardés hors de la vue du public dans votre lieu de travail;
- sont communiqués seulement aux collègues qui ont un besoin de les connaître;
- sont protégés au moyen d'étiquettes adéquates, entreposés dans des contenants verrouillés approuvés et transmis seulement physiquement ou électroniquement par des moyens approuvés;
- sont protégés par des mots de passe forts pour votre connexion initiale et votre écran de veille;
- sont protégés dans les systèmes et les bases de données au moyen de contrôles d'accès qui garantissent que seuls les employés autorisés peuvent accéder à l'information.

Le défaut de protéger les renseignements personnels peut causer une atteinte à la vie privée.

### **Qu'est-ce qu'une atteinte à la vie privée?**

Une atteinte à la vie privée consiste en la création, la collecte, l'utilisation, la divulgation, la rétention ou la destruction inappropriée ou non autorisée de renseignements personnels.

### **Quelle est la cause d'une atteinte à la vie privée?**

Les atteintes à la vie privée sont majoritairement causées par l'utilisation ou la divulgation inappropriée de renseignements personnels. Une telle atteinte peut se produire dans une institution ou en dehors de celle-ci. Elle peut être le résultat d'erreurs commises par inadvertance, d'un défaut de protéger les renseignements personnels sous votre contrôle, ou d'actions malveillantes de la part d'employés, de tierces parties ou d'autres personnes malintentionnées.

### **Quelles sont vos obligations si vous soupçonnez qu'une atteinte à la vie privée a eu lieu?**

Si vous soupçonnez ou apprenez qu'une atteinte à la vie privée a eu lieu, vous devez tout d'abord communiquer avec la représentante à l'APL du bureau de l'accès à l'information et aux renseignements personnels (AIPRP), Mme Anaïs de Lausnay, Avocate générale et Secrétaire générale. Elle vous conseillera quant à la marche à suivre et assurera la communication avec d'autres parties prenantes à l'interne, en fonction de la nature de l'atteinte.

***N'hésitez pas à signaler une possible atteinte à la vie privée, ni n'attendez de le faire. Plus l'atteinte à la vie privée est signalée rapidement, plus on peut limiter ou prévenir les dommages.***

Merci de votre vigilance constante.

***La protection des renseignements personnels est la responsabilité de tous!***

  
Anaïs de Lausnay