

**Annual Report to Parliament**

***Privacy Act***

**Great Lakes Pilotage Authority**

**2022-2023**

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## **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 that personal information. In addition, it strictly controls how the government will collect, use, store, disclose, and dispose of any personal information.

The Great Lakes Pilotage Authority is a Crown Corporation listed in Schedule III, Part 1 of F.A.A. Act and was established on February 1, 1972 pursuant to the Pilotage Act.

The mandate of the Great Lakes Pilotage Authority is to establish, operate, maintain and administer in the interest of safety, an efficient pilotage service within the Great Lakes region for commercial vessels.

It manages its own financial and operational affairs and reports to the Minister of Transport.

It is directly responsible for the implementation and administration of the Privacy Act. It reports annually to Parliament on the administration and application the Privacy Act in accordance with Section 72 of this Act.

## **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 Director of Human Resources. The Access to Information and Privacy Coordinator oversees the implementation of the *Privacy Act* within the Great Lakes Pilotage Authority, and ensures compliance with the legislation. Due to the limited number of information requests, there is no staff dedicated to the function.

## **STATISTICS**

### **Interpretation of the Statistical Report**

There was no formal Privacy request received by the Great Lakes Pilotage Authority during the reporting period.

The operational costs to administer the *Act* for the reporting period are \$100.00.

In the previous five (5) years, there have been no requests under the *Privacy Act* received by Great Lakes Pilotage Authority.

## **INSTITUTIONAL POLICIES AND PROCEDURES**

The Authority did not implement any new and/or revised privacy policies, guidelines or procedures during the reporting period.

## **DELEGATION OF AUTHORITY**

There is no Delegation Order on record for Great Lakes Pilotage Authority. The signing authority for the administration of the *Privacy Act* remains with the Chief Executive Officer of Great Lakes Pilotage Authority.

## **EDUCATION AND TRAINING**

The Great Lakes Pilotage Authority did not offer any training activity on the *Privacy Act* during the reporting period.

## **COMPLAINTS AND INVESTIGATIONS**

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

## **MONITORING COMPLIANCE**

Great Lakes Pilotage Authority does not currently have a formal monitoring and/or tracking system in place in relations to requests received under the *Access to Information Act and Privacy Act*.

## **MATERIAL PRIVACY BREACHES**

During the reporting period, Great Lakes Pilotage Authority had no material privacy breaches.

## **PRIVACY IMPACT ASSESSMENT (PIA)**

During this reporting period, Great Lakes Pilotage 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 2022-2023 period.