

Hamilton Port Authority

Annual Report to Parliament

on the Administration
of the Privacy Act

for the Reporting Period
April 1, 2017 – March 31, 2018

1. INTRODUCTION

The purpose of the 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 and tabled in Parliament in accordance with section 72 of the Act.

The Hamilton Port Authority (HPA) was identified in Part 1 of the Schedule to the Canada Marine Act as the corporation responsible for the governance of the Port of Hamilton. The HPA is the successor corporation to the Hamilton Harbour Commissioners, coming into effect on May 1, 2001.

The Port Authority is responsible for providing the marine infrastructure necessary for achieving local, regional and national social and economic objectives; ensuring that marine transportation services satisfy the needs of users and are available at a reasonable cost; providing a high level of safety and environmental protection; is responsive to local needs and priorities and coordinates with other modes of transportation; and manages the marine infrastructure and services in a commercial manner that encourages input from users and the harbour community.

2. PROCEDURES FOR COMPLIANCE

Procedures are in place for directing all formal requests to the Access to Information and Privacy Coordinator who ensures that they are processed in accordance with the provisions of the Act.

3. DELEGATION

The Access to Information and Privacy Coordinator is Ms. Sue Auton, Human Resources Manager. A copy of the delegation order is attached as Appendix B

4. EXPLANATION OF THE STATISTICAL SUMMARY REPORT

Attached as Appendix A is the form TBS/SCT 350-63 "*Statistical Report on Report on the Privacy Act*" which provides statistical data on formal requests received by the Hamilton Port Authority. No Cabinet Confidences were processed nor were any Privacy Impact Assessments completed during the reporting period.

No requests were received during the reporting period.

Exemptions invoked

No exemptions were invoked.

Exclusions invoked

No exclusions were invoked.

Completion times

Not Applicable

Personal and operational costs

The total cost associated with administering the Act was estimated at \$1,650. The methodology used for calculating the personnel cost was the hourly rate of pay for the staff involved, multiplied by the number of hours worked on the Privacy Act activities. These costs include the cost of processing requests, producing the annual and statistical reports and updating the *Info Source* publications.

Multi-Year Trends

For the past five (5) years, no requests have been received. The number of requests received during this reporting period is on par with previous reporting periods.

5. TRAINING

Privacy related education or training activities were not undertaken during this period.

6. INSTITUTIONAL POLICIES

No new policies or procedures were implemented during the reporting period.

7. INVESTIGATIONS

There were no complaints lodged and no audits or investigations undertaken during the reporting period.

8. MONITORING

Privacy requests are stamped with the date and time received in order to monitor the time taken to process the request. Requests received are brought to the attention of the head of the institution i.e. the President & CEO.

9. PRIVACY BREACHES

No material privacy breaches occurred during the reporting period

10. PRIVACY IMPACT ASSESSMENTS

No Privacy Impact Assessments were completed during the reporting period.

11. DISCLOSURES PURSUANT TO PARAGRAPH 8(2)(m)

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