Hamilton-Oshawa Port Authority

HOPA PORTS | HAMILTON OSHAWA PORT AUTHORITY | ADMINISTRATION PORTUAIRE HAMILTON-OSHAWA

Annual Report to Parliament

on the Administration
of the *Privacy Act*

for the Reporting Period
April 1, 2025 – March 31, 2026

B1. 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-Oshawa Port Authority (HOPA) was identified in Part 1 of the Schedule to the *Canada Marine Act* as the corporation responsible for the governance of the Ports of Hamilton and Oshawa. HOPA is the successor corporation to the Hamilton Port Authority and the Oshawa Port Authority, coming into effect on June 19, 2019.

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.

The Hamilton-Oshawa Port Authority also reports on behalf of following wholly owned subsidiaries:

- Great Lakes Port Management Inc.
- 1001405894 Ontario Inc.

This report is intended to fulfill the reporting requirements of the Hamilton-Oshawa Port Authority and its subsidiaries.

B2. ORGANIZATIONAL STRUCTURE

The Access to Information and Privacy (ATIP) Office consists of a single ATIP Coordinator who reports directly to the Vice President Corporate Affairs.

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.

The Hamilton-Oshawa Port Authority was not party to any service agreements under section 73.1 (1) of the Privacy Act during this reporting period.

B3. DELEGATION

The Access to Information Coordinator is Mr. Peter Hammerl, Director Information Technology. A copy of the delegation order is attached as Appendix A

B4. PERFORMANCE 2025-2026

In the 2025-2026 reporting period, the Hamilton-Oshawa Port Authority received no personal information requests.

No Cabinet Confidences were processed nor were any Privacy Impact Assessments completed during the reporting period.

Outstanding Requests

No requests were carried over from the previous reporting period. There were no active requests as of the last day of the reporting period.

Complaints

There are no active complaints outstanding from this or previous reporting periods.

Extensions

No extensions were invoked.

Consultations

No consultations occurred during the previous reporting period.

B5. TRAINING AND AWARENESS

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

B6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

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

B7. INITIATIVES AND PROJECTS TO IMPROVE PRIVACY

No new initiatives or projects to improve privacy were undertaken during the reporting period.

B8. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

No complaints were filed with the Information Commissioner's Office, and no audits or investigations were undertaken during the reporting period.

B9. MATERIAL PRIVACY BREACHES

No material privacy breaches were reported to the Office of the Privacy Commissioner or to the Treasury Board of Canada Secretariat during the reporting period.

B10. PRIVACY IMPACT ASSESSMENTS

No Privacy Impact Assessments were completed during the reporting period.

B11. PUBLIC INTEREST DISCLOSURES PURSUANT TO PARAGRAPH 8(2)(m)

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

B12. MONITORING COMPLIANCE

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.

Appendix ‘A’

HOPA PORTS | HAMILTON OSHAWA PORT AUTHORITY

November 15, 2021

Ms. Allison Knight
Senior Director, Investigations
Complaints Resolution Team
Office of the Information Commissioner
30 Victoria St., 7th Floor
Gatineau, Quebec K1A 1H3
Email: general@oic-ci.gc.ca

Dear Ms. Knight

Re: Delegation Order for the Hamilton-Oshawa Port Authority (HOPA)
Access to Information and Privacy Act Administration

Pursuant to the legislation noted above, and in my capacity as President & CEO of the HOPA, I wish to confirm that, effective November 1st, 2021, authority for the administration of the Access to Information Act and Privacy Act for the HOPA has been delegated to Peter Hammerl, Information Technology Manager.

These powers, duties, responsibilities, and functions include:
Conduct the functions of the Access to Information Coordinator
Respond to requests for access
Extend time limits for responding to requests
Issue notice and administer collection fees
Complete the Annual Report to Access and Privacy Commissioners

Should you require anything further, please feel free to contact me at your earliest convenience.

Yours truly,

Ian Hamilton
President & CEO