

Annual Report to Parliament

Privacy Act

Sept-Îles Port Authority

April 1, 2023 – March 31, 2024

TABLE OF CONTENTS

	Page
INTRODUCTION	3
STRUCTURE OF ATIP OFFICE	3
STATISTICS	3
INSTITUTIONAL POLICIES	3
AND PROCEDURES	
DELEGATION OF AUTHORITY	3
EDUCATION AND TRAINING	3
COMPLAINTS AND INVESTIGATIONS	3
PRIVACY IMPACT ASSESSMENT (PIA)	4
DISCLOSURE PURSUANT TO PARAGRAPH 8(2)(m)	4
GENERAL.....	4
ANNEX A – Statistical Report	

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 Sept-Îles Port Authority became a Canadian Port Authority under the provisions of the Canada Marine Act on May 1, 1999.

The Sept-Îles Port Authority, benefiting from the natural advantages of the Bay of Sept-Îles, has the mission to remain an important development agent, by providing adequate installations and by dispensing efficient services in a partnership association and with a sustainable development approach.

This report is prepared in accordance with section 72 of the *Privacy Act*.

The Annual Reports are tabled in Parliament in accordance with section 72 of the *Privacy Act*.

STRUCTURE OF THE ATIP OFFICE

The Access to Information and Privacy Coordinator oversees the implementation of the *Privacy Act* within the Sept-Îles Port Authority and ensures compliance with the legislation. The Sept-Îles Port Authority Access to Information Coordinator is Ms. Patsy Keays, Director of Corporate Affairs and Corporate Secretary.

STATISTICS

There was no formal Privacy request received by the Sept-Îles Port Authority during the reporting period.

INSTITUTIONAL POLICIES AND PROCEDURES

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

DELEGATION OF AUTHORITY

The signing authority for the administration of the *Privacy Act* remains with the President and CEO of the Sept-Îles Port Authority. This person has not delegated his any of his powers and responsibilities under the Act.

EDUCATION AND TRAINING

The Sept-Îles Port 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.

PRIVACY IMPACT ASSESSMENT (PIA)

During this reporting period, the Sept-Îles Port 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 reporting period.

GENERAL

No material privacy breaches occurred during the reporting period.

The Sept-Îles Port Authority was not part to any service agreements under section 73.1 of the *Privacy Act*.