

ATLANTIC PILOTAGE AUTHORITY 2017-2018 ANNUAL REPORT TO PARLIAMENT

REQUESTS UNDER PRIVACY ACT

pursuant to the application of the “Access to Information and Privacy Act”.

1. INTRODUCTION

The purpose of the *Privacy 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

In accordance with section 72 of the *Privacy Act*, the annual report is prepared and tabled in Parliament.

The Atlantic Pilotage Authority is a Crown Corporation under Schedule C, Part I of the Financial Administration Act and was established on February 1, 1972 pursuant to the *Pilotage Act*. Its mandate is to establish, operate, maintain and administer, in the interest of safety, an efficient pilotage service in the Atlantic region.

It manages its own financial and operational affairs and reports to the Minister of Transport through the office of the Assistant Deputy Minister/Marine.

It is directly responsible for the implementation and administration of the *Privacy Act*.

2. ORGANIZATIONAL STRUCTURE

As of March 31, 2018, the Atlantic Pilotage Authority’s ATIP requests and reporting are managed by the Chief Financial Officer and an administrative assistant. The Chief Financial Officer is also the organization’s ATIP Coordinator as delegated by the Chief Executive Officer and head of the Crown Corporation. External counsel for the Authority provides legal advice to the ATIP Coordinator on the application and interpretation of the *Act* and relevant case law when requested.

3. DELEGATION ORDER

The Chief Executive Officer and head of the Crown Corporation delegated authority to Peter MacArthur, the Chief Financial Officer, to perform any of the powers, duties or functions of the head of the institution under this *Act* that are specified in the order.

4. STANDARD SECTIONS

- (a) Statistical reports covering period April 1, 2017 to March 31, 2018 are attached. For this reporting period, no requests were received or processed.

Source	2017-18	2016-17	2015-16	2014-15
Media				
Academia				
Business				
Organization				
Public				
Total Requests Received	0	0	0	0
% completed	100%	100%	100%	100%

- (b) Interpretations/Explanation: There were 'Nil' requests received or disposed of during this period.
- (c) Supporting Documentation: To comply with the requirements of this *Act* necessary procedures have been put in place to ensure that any request received will be processed in accordance with the provisions of the *Act*. The Chief Financial Officer acts as coordinator under Section 73 and presently, because of the lack of demand for these services, spends less than 1% of his time on the act related activities. Reading room facilities are available. Accessible information is available to any interested person or body.
- (d) Institutional Policies: There are no institutional policies other than complying with the requirements of the *Act* as set out in the Regulations.
- (e) Investigations: There were no investigations.

5. TRAINING AND AWARENESS SESSIONS

No training activities or awareness sessions were provided during the reporting period.

6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

No new or revised privacy policies or guidelines were formally implemented this past fiscal year.

7. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS

There were no complaints received or audits conducted.

8. MONITORING COMPLIANCE

There are only two employees that are involved in the processing of the Atlantic Pilotage Authority's ATIP requests. As such, a formal monitoring procedure has not been established. The ATIP Coordinator signs all outgoing correspondence and is aware of the status of each file.

9. MATERIAL PRIVACY BREACHES

No material privacy breaches occurred during the reporting period.

10. PRIVACY IMPACT ASSESSMENTS

No Privacy Impact Assessments (PIA) were completed 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.

ANNEX – DELEGATION LETTER



**Atlantic
Pilotage
Authority**

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**Administration
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de l'Atlantique**

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December 12, 2007

Ms. Valerie Lance
Investigator
Office of the Information Commissioner of Canada
Place de Ville, Tower B
112 Kent Street, 22nd Floor
Ottawa, Ontario K1A 1H3

RE: ATIP – Section 73 – Delegation by the head of a government institution

Dear Ms. Lance,

As per your previous conversation with Ms. Nancy Gordon, this letter will serve to confirm that I hereby appoint Mr. Peter MacArthur, our Chief Financial Officer of the Atlantic Pilotage Authority, to perform any of the powers, duties or functions of the head of the institution under this Act that are specified in the order.

If further information is required, please do not hesitate to contact the undersigned.

Sincerely,

R.A. McGuinness
Chief Executive Officer

Canada



Statistical Report on the *Privacy Act*

Name of institution: The Atlantic Pilotage Authority

Reporting period: 4/1/2017 to 3/31/2018

PART 1 – Requests under the *Privacy Act*

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

PART 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
Total	0	0	0	0	0	0	0	0

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	28	0
21	0	22.3	0		

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
69(1)(a)	0	70(1)(a)	0	70(1)(d)	0
69(1)(b)	0	70(1)(b)	0	70(1)(e)	0
69.1	0	70(1)(c)	0	70(1)(f)	0
				70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	0	0
Total	0	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	0	0	0
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	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
Abandoned	0	0	0	0	0	0	0	0	0	0
Total	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
Abandoned	0	0	0	0	0
Total	0	0	0	0	0

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline 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
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Disclosures under subsection 8(2)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Total
0	0	0

PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	0
Requests for correction accepted	0
Requests for correction refused	0
Notations attached	0

PART 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	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
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	0	0
Total	0	0	0	0

PART 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

Consultations	Other government 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
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							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	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							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	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PART 7 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		\$0
Overtime		\$0
Goods and Services		\$0
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$0	
• Other	\$0	
Total		\$0

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.00	0.00	0.00
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	0.00	0.00	0.00