

ATLANTIC PILOTAGE AUTHORITY 2019-2020 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, 2020, 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 Brian Bradley, 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, 2019 to March 31, 2020 are attached. For this reporting period, no requests were received or processed.

Source	2019-20	2018-19	2017-18	2016-17
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**

TD CENTRE, SUITE 1801
1791 BARRINGTON STREET
HALIFAX, NOVA SCOTIA
B3J 3K9
TEL: 902-426-2550
FAX: 902-426-4004

**Administration
de Pilotage
de l'Atlantique**

CENTRE TD, PIÈCE 1801
1791, RUE BARRINGTON
HALIFAX, N.É.
B3J 3K9
www.atlanticpilotage.com

September 14, 2018

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

Re: ATIP - Section 73 - Delegation by the head of a government institution

Dear Ms. Lance:

This letter will serve to confirm that I hereby appoint Mr. Brian Bradley, 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,

Sean Griffiths
Chief Executive Officer

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