

# **ATLANTIC PILOTAGE AUTHORITY**

## **2023-2024 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, 2024, 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, 2023 to March 31, 2024 are attached.

Source	2023-24	2022-23	2021-22	2020-21
Media				
Academia				
Business				
Organization				
Public			2	
<b>Total Requests Received</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>
<b>% completed</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

- (b) Interpretations/Explanation: None.
- (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 de pilotage  
de l'Atlantique**

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**Access to Information Act & Privacy Act Designation Order**

To the Office of the Information Commissioner of Canada,

As Chief Executive Officer of the Atlantic Pilotage Authority, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, I hereby designate the Chief Financial Officer & Corporate Secretary of the Atlantic Pilotage Authority to exercise the powers, duties and functions of the Chief Executive Officer, as the head of the Atlantic Pilotage Authority, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

**Schedule**

<b>Position</b>	<b><i>Access to Information Act</i> <i>Privacy Act</i> and Regulations</b>	
	<b>and Regulations</b>	
Chief Financial Officer & Corporate Secretary	Full authority	Full authority
Chief Financial Officer & Corporate Secretary	Full authority	Full authority

July 23, 2021

Date

Sean Griffiths, Chief Executive Officer