

Annual Report on the Administration of the Privacy Act

2024–2025



Transport
Canada

Transports
Canada

Canada

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Introduction

The purpose of the Privacy Act

The *Privacy Act* (the Act) protects an individual's privacy by setting out provisions related to the collection, use, disclosure, retention and disposal of personal information by federal government institutions. The Act also provides individuals a right of access to their personal information held by a federal government institution, subject to certain specific and limited exceptions.

This annual report is submitted to Parliament by the Minister of Transport, in accordance with section 72 of the *Privacy Act* and section 20 of the *Service Fees Act*. It describes how Transport Canada (TC) fulfilled its responsibilities and obligations for the reporting period April 1, 2024, to March 31, 2025.

About Transport Canada

TC is responsible for developing and overseeing the Government of Canada's transportation policies and programs in support of a safe, secure, green, innovative and integrated transportation system that promotes trade, economic growth, and a cleaner environment.

For more information about TC, visit tc.canada.ca.

Organizational structure

The Access to Information and Privacy Office

The Access to Information and Privacy (ATIP) Office is the focal point for access to information and privacy requests and services at TC, and during the reporting period, was grouped under the Corporate Secretariat. At TC, the ATIP Coordinator (the primary contact for queries) is the Director of the ATIP Office. During the reporting period, the Director reported to the Director General and Corporate Secretary, who in turn reports to the Deputy Minister.

During the reporting period, the ATIP Office comprised:

- Two operations units responsible for the review of documents in response to requests made under the *Access to Information Act* and requests for personal information made under the *Privacy Act*, as well as internal advisory services related to Part 2 of the *Access to Information Act*, and to advise TC officials on access to information policy;
- One operations team responsible for the review of documents in response to requests that are past their statutory deadline;
- One operations team responsible for the administrative elements required when treating requests for information, processing of information requests, and the retention and disposition of ATIP records; and
- One privacy policy unit responsible for advising and supporting TC officials to ensure compliance with the *Privacy Act* and related policy instruments.

The ATIP Office works closely with departmental liaison officers who are the main points of contact between the ATIP Office and subject matter experts. They are responsible for ensuring requests tasked to their group or region are handled promptly and that relevant records are forwarded from offices of primary interest (OPIs) to the ATIP Office in accordance with established procedures and timelines.

Human resources

During the reporting period, a total of 10.121 person-years were dedicated to privacy activities. This figure does not include work performed by liaison officers in TC's groups and regions.

The ATIP Office continued to experience challenges with staffing certain analyst levels to process operational files, though significant gains were made during the year to staff the office. TC is not alone in the challenge to attract and retain access to information and privacy specialists—many institutions across the public sector are facing the same difficulty.

Delegation of responsibilities

Pursuant to subsection 73(1) of the Act, the Minister of Transport has delegated full powers, duties and functions for the administration of the Act to the following TC officials:

- The Deputy Minister
- The Associate Deputy Minister
- The Director General and Corporate Secretary
- The Director, ATIP (except for section 8(2)(m))
- Chiefs of the ATIP Office (except for sections 8(2)(j) and 8(2)(m))
- Senior ATIP Analysts (PM-05): sections 14, 15, 18(2), 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 31, 33(2) and 35
- ATIP Analysts (PM-04): sections 14, 15

A copy of the delegation order can be found at Annex C.

Section 73.1 service agreements

Under section 73.1 of the Act, a government institution may enter into a service agreement with another government institution presided over by, or under the responsibility of the same Minister to provide or receive services related to access to information. TC was not party to any such agreements over the course of the reporting period.

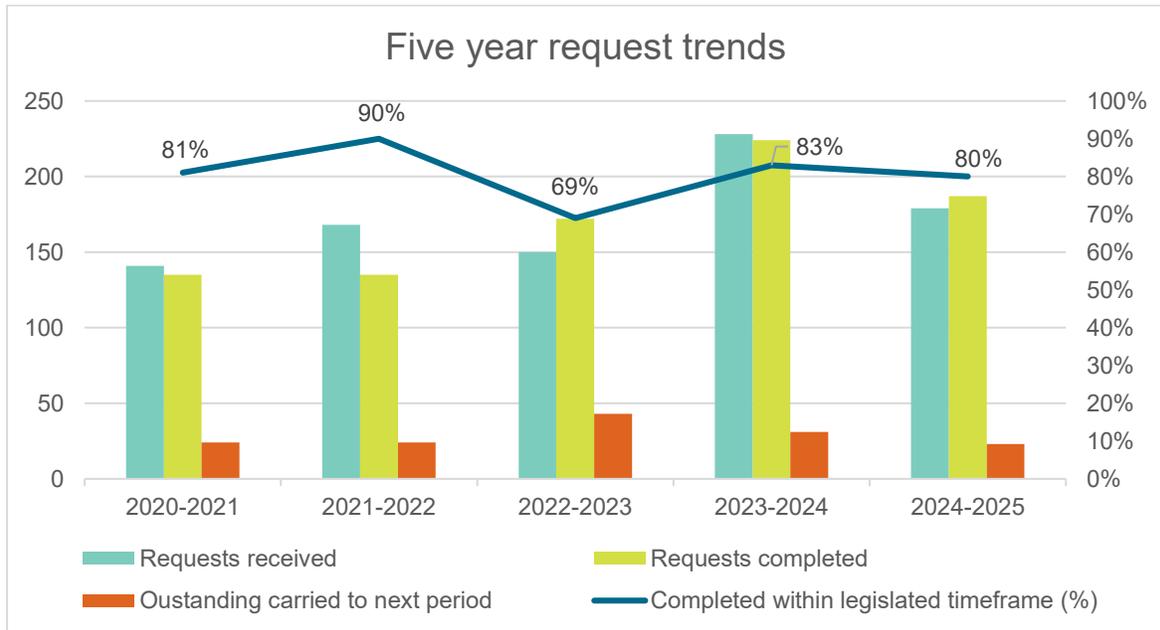
Performance 2024–2025

This section highlights key information on TC's performance for fiscal year 2024–2025. See Annex A for the Statistical Report on the *Privacy Act* and Annex B for the Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*.

Personal information request processing

Processing of requests for disclosure of personal information

Over the course of 2024–2025, TC received 179 new requests for personal information, a decrease from the 228 received in the previous reporting period. 28 requests were carried over from the previous reporting period for a total of 210 requests on hand. 150 out of 187 (80%) requests were closed within legislated timeframes. This represents a similar degree of timeliness from the previous reporting period. On March 31, 2025, 23 requests were carried over to the 2025–2026 fiscal year.



Completion time

TC endeavours to complete every personal information request in a timely manner. Of the 187 personal information requests completed in 2024–2025, 131 (70%) were completed within 30 days.

# of days	0 to 15	16 to 30	31 to 60	61 to 120	121 to 180	181 to 365	365 or more
# of requests	72	59	23	16	7	4	6

Number of days taken to process requests closed in 2024–2025

Outstanding late requests

TC seeks to minimize the number of new requests that go beyond legislated timelines. Requests carried over from previous years may be within legislated timelines or have become late. Of the 23 requests carried over to 2025–2026 from previous reporting periods, 9 requests were beyond legislated timelines.

Dispositions

TC makes every effort to disclose as much information as possible and uphold the spirit of the Act. Of the 187 requests closed during this reporting period, there were:

- 25 (13%) fully disclosed
- 88 (47%) partially disclosed
- 17 (9%) where no records existed
- 57 (30%) abandoned

Sections 18 through 28 of the Act set out the exemptions that can be applied in order to protect information pertaining to particular public or private interests. The majority of exemptions applied fell under Section 26 of the Act, which protects the personal information of another individual.

Extensions

Under specific circumstances, the Act contains provisions to extend the legislated deadline if the request cannot be completed within the 30-day time limit. Of the 34 extensions cited during the reporting year, 24 were taken due to large volumes of responsive records, ten requests were extended for consultations. For details of extensions taken during this period, see section 6 of the statistical report, Annex A.

Other request processing

Consultations received from other government institutions and organizations

TC did not receive any consultations from other federal institutions during the reporting period.

Requests for correction of personal information and notation

There were no requests for correction and notation made during the reporting period.

Proactive disclosures

TC groups can seek advice from the ATIP Office about material intended to be released in the spirit of the *Privacy Act*. However, no such requests for advice were received during the reporting period.

Public interest disclosures

In the reporting period of 2024-2025, TC did not disclose any information pursuant to subparagraph 8(2)(m)(i) of the *Privacy Act*.

Complaints

Every individual who makes a request under the *Privacy Act* has the right to file a complaint with the Office of the Privacy Commissioner of Canada (OPC) regarding any matter relating to the processing of their request. An individual may also file more than one type of complaint for the same request. In 2024-2025, TC received 12 complaints:

- 1 for missing records
- 3 for application of exemptions
- 7 for time delays
- 1 for other reasons

TC did not receive any complaints from the OPC relating to sections 4 to 8 of the *Privacy Act* during the reporting period.

Material privacy breaches

A privacy breach is defined by the OPC as breaches that could reasonably be expected to create a real risk of significant harm to an individual. A material privacy breach is defined by TBS as a privacy breach that involves sensitive personal information and could reasonably be expected to cause injury or harm to the individual.

During the reporting period, two material privacy breaches occurred at TC, which were reported to the Office of the Privacy Commissioner and TBS. The breaches were caused by the unauthorized disclosure of personal information due to human error.

TC completes privacy incident reports for all reported potential privacy breaches to investigate, remediate, and mitigate present and future privacy risks arising from the reported incidents. Resulting mitigating measures for the material breach case included targeted privacy breach training, a comprehensive review of employee privacy guidance resources, and privacy-by-design changes to the internal processes that contributed to the breach.

Privacy impact assessments

To fulfill its mandate, many of TC's activities require the collection, use, and disclosure of personal information. In accordance with TBS policies and directives, TC uses privacy impact assessments (PIAs) as a risk management tool to determine whether privacy risks are present in new or substantially modified departmental programs or activities that handle personal information to be used for an administrative purpose.

During the reporting period, 25 programs and/or activities were assessed to evaluate whether a PIA was required in accordance with the TBS *Directives on Privacy Impact Assessment* and, as of October 9, 2024, the TBS *Directive on Privacy Practices*. One PIA was completed by the TC ATIP during this period (details below):

Pre-load Air Cargo Targeting Program (PACT)

Amendments to the *Canadian Aviation Security Regulations, 2012* came into force on April 1, 2025, requiring all air carriers transporting cargo on flights from outside Canada to an aerodrome in Canada to submit cargo shipment data elements to Transport Canada prior to the cargo being loaded onto the aircraft. Leveraging this information, known as Pre-Loading Advance Cargo Information, the PACT program uses artificial intelligence to identify and mitigate high-risk air cargo shipments before they're transported to Canada.

The PIA assessed PACT's business process, procedures, and personal information handling practices. As a result of the PIA, risks were assessed, identified, and mitigation measures were implemented by the TC program.

Monitoring and compliance

The ATIP Office continues its engagement of internal stakeholders in monitoring of personal information requests and compliance with the Act. During the reporting period, this was primarily done through regular reporting and discussion, including:

- A weekly progress report produced by the ATIP Office and shared with the Director General and Corporate Secretary, which gives an overview of request processing performance and is shared with the Deputy Minister;
- Routine reports to OPIs and Legal Services to track the status of retrievals and consultations coming from the ATIP Office;
- Weekly reporting within the ATIP Office on upcoming due dates for requests for staff members and managers to follow-up; and
- Routine reporting on compliance with search and retrieval timelines sent to OPIs and discussed with TC's senior leadership.

The standard retrieval timeframe for OPIs is eight business days. Overall compliance for return of records and recommendations to the ATIP Office during the reporting period was 69%. Compliance for personal information requests alone was 69%.

Costs

The cost of administering the Act during fiscal year 2024–2025 amounted to \$728,013. This excludes costs incurred throughout the department for the search, retrieval and preparation of recommendations to enable and inform the processing of requests in accordance with the Act, as well as legal costs related to consultation or advice.

Policies, guidelines, procedures and initiatives

Policies and procedures

The following procedures were created or modified during the reporting period:

Delegation of Authority

During the reporting period, the delegation order was revised to reflect the current organizational structure as well as guidance from Treasury Board Secretariat. This allowed for more efficient and timely request processing, while still ensuring that all requests were subject to a thorough review by those with the appropriate level of expertise in the application of the Acts. To this end, the delegation order granted the authority to apply regular exemptions on routine files to the PM-05 senior analysts (Team Leader) level, it also granted analysts at the PM-04 level the ability to send consultations to third parties and sign off on extensions required to meet legislated timelines.

Intake team

During the reporting period, an Intake Team was established. It is responsible for ensuring that all incoming requests are accurately entered, assessed, and clarified when needed. The Intake Team also plays a central role in tasking appropriate OPIs for the retrieval of responsive records and importing those records into the case management system. This allows more senior analysts to focus on treating records and ensures the maximization of available resources. The Intake Team also plays a crucial role in maintaining the integrity and consistency of the intake process between the ATIP Office and the OPIs, which is essential for the effectiveness of operations.

Improvements to the Privacy Impact Assessment process

The ATIP Office's Privacy Policy Unit developed and implemented a new privacy impact assessment tool to guide TC programs through the PIA process.

During the reporting period, the TC ATIP Privacy Policy Unit also developed and implemented new templates for all forms to ensure consistency with the new TBS *Directive on Privacy Practices*. The Privacy Policy Unit also developed new guidance documents for publication, aimed at raising departmental awareness of privacy considerations in a variety of circumstances.

New Preliminary Breach Assessment

Privacy Policy also developed a new Privacy Breach Risk Assessment tool to provide consistency in evaluating risk and ensure more robust and timely responses.

Initiatives

New recommendations form for the OPIs

For the reporting period, the ATIP Office has also implemented new instruments that in turn helped streamline the retrieval process. A new OPI Recommendation Form was created, making it easier for OPIs to identify potential sensitivities, such as potential third-party information, personal information and required consultations. A new tasking email was also created, which includes links to resources on best practices for responding to an ATIP request. A new training program was also developed and delivered to all OPIs to ensure understanding of ATIP processes.

Adopting new technologies

During the reporting period, the ATIP Office worked to adopt new tools to improve efficiency. This included the adoption of the new electronic repository, and creation of a new SharePoint site, which has the capability to more effectively manage, share and retain records provided by OPIs. This facilitated records retrieval, information management, collaboration among groups, as well as streamlining workflows, and improving information security, by allowing a more thorough access control.

Additionally, the ATIP Office continued to implement the modern request processing software solution. The Modernization team has helped organize meetings with the other departments concerned, engaging with TBS and the vendor to ensure all issues and concerns were addressed prior to the launch, which took place on April 1, 2025. Training sessions were provided to all ATIP staff ahead of the launch and a development site, which acts as a sandbox environment, was made accessible to the ATIP Office to allow analysts to test the software in an isolated and secure setting that replicates the user's real operational environment.

Training and awareness

The goal of training and awareness is to educate and engage TC employees on privacy principles, to relay responsibilities and expectations regarding the retrieval and review of records, and to introduce new measures for privacy protection.

Training

In accordance with Transport Canada's (TC) requirement to safeguard individual privacy and emphasize the significance of privacy protection, the institution has organized awareness sessions, shared updated reference material, and highlighted training opportunities for all staff members during the reporting period.

The TC ATIP Office Privacy Policy Unit (PPU), in collaboration with the Internal Communications Team, successfully organized a series of awareness activities for Data Privacy Week. Leveraging the institution's internal communication channels, staff members were given opportunities to engage in the Data Privacy week's events and gain insights into their roles and responsibilities under the *Privacy Act* and relevant Treasury Board Secretariat (TBS) directives. Notable activities included a benchmark poll, an informative quiz, and promotional efforts encouraging participation in a webinar hosted by the Office of the Information and Privacy Commissioner of Saskatchewan.

Additionally, TC organized 5 targeted privacy training sessions and circulated updated privacy related resources from TBS and the OPC through a TC-wide weekly newsletter. This ensured that staff had access to the latest privacy awareness resources, such as the promotion of the [Privacy Breach Management Toolkit](#) and the [Privacy Impact Assessment submission form](#).

Training and Awareness

A newly enhanced training session was developed and delivered to all Offices of Primary Interest (OPIs), with over 300 employees participating in the series. In addition to this structured training, several ad hoc sessions were provided upon request to targeted groups across the department to address specific needs and promote awareness.

Beyond the training initiatives led by the ATIP Office, Transports Canada requires all new employees to complete the Access to Information and Privacy Fundamentals course offered by the Canada School of Public Service. This mandatory training ensures that employees are well-informed of their roles and responsibilities under both the Access to Information Act and the Privacy Act.

Training for ATIP Office analysts

Analysts within the ATIP Office benefited from a comprehensive training program that included both internal and external learning opportunities. This included sessions delivered by the Access to Information and Privacy Community Development Office (APCDO).

Additionally, a specialized two-day training session on Privacy Impact Assessments (PIAs) was delivered to support the operationalization of the new Directive on Privacy Practices, ensuring that analysts are equipped to apply privacy principles effectively within their work.

Awareness and engagement

The ATIP Office continued to engage TC staff on privacy issues throughout the reporting period:

- Meetings between ATIP Office management and liaison officers are held to share details of latest initiatives and gain a better understanding of each party's challenges
- Access to information and privacy matters were regularly discussed with TC's Director General and Corporate Secretary, and other members of TC's senior leadership
- Promotion of news and events such as Data Privacy Week, the new Privacy Breach Management Toolkit and the new Privacy Impact Assessment Submission Form process for the Office of the Privacy Commissioner

Annex A: Statistical report

Statistical Report on the Privacy Act

Name of institution: Transport Canada

Reporting period: April 1, 2024 to March 31, 2025

Section 1: Requests under the Privacy Act

1.1 Number of requests

		Number of Requests
Received during reporting period		179
Outstanding from previous reporting periods		31
• Outstanding from previous reporting period	28	
• Outstanding from more than one reporting period	3	
Total		210
Closed during reporting period		187
Carried over to next reporting period		23
• Carried over within legislated timeline	14	
• Carried over beyond legislated timeline	9	

1.2 Channels of requests

Channel	Number of Requests
Online	147
E-mail	29
Mail	3
In person	0
Phone	0
Fax	0
Total	179

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3 Completion time of informal requests

Completion time							
0 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	Total
0	0	0	0	0	0	0	0

2.4 Pages released informally

Less than 100 Pages Released		100-500 Pages Released		501-1,000 Pages Released		1,001-5,000 Pages Released		More than 5,000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Section 3: Requests closed during the reporting period

3.1 Disposition and completion time

Disposition of requests	Completion Time (calendar days)							Total
	0 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	10	14	1	0	0	0	0	25
Disclosed in part	5	33	19	14	7	4	6	88
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	9	5	2	1	0	0	0	17
Request abandoned	48	7	1	1	0	0	0	57
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	72	59	23	16	7	4	6	187

3.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests
18(2)	0	22(1)(a)(i)	1	23(a)	1
19(1)(a)	2	22(1)(a)(ii)	1	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	1	24(a)	0
19(1)(c)	0	22(1)(b)	8	24(b)	0
19(1)(d)	1	22(1)(c)	0	25	1
19(1)(e)	0	22(2)	0	26	82
19(1)(f)	0	22.1	0	27	6
20	0	22.2	0	27.1	0
21	5	22.3	0	28	0
		22.4	0		

3.3 Exclusions

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

3.4 Format of information released

Paper	Electronic				Other
	E-record	Dataset	Video	Audio	
2	110	1	1	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
47,078	32,776	170

3.5.2 Relevant pages processed by request disposition for paper, e-record and dataset formats by size of requests

Disposition	Less than 100 pages processed		100-500 pages processed		501-1,000 pages processed		1,001-5,000 pages processed		More than 5,000 pages processed	
	Number of Requests	Pages processed	Number of Requests	Pages processed	Number of Requests	Pages processed	Number of Requests	Pages processed	Number of Requests	Pages processed
All disclosed	17	425	8	1,559	0	0	0	0	0	0
Disclosed in part	36	1,513	35	7,380	5	3,007	11	27,689	1	5,480
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	57	25	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	110	1,963	43	8,939	5	3,007	11	27,689	1	5,480

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
4	3	2

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	2	4	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	2	4	0	0	0	0

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	12	1	76	0	89
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	1	0	1
Neither confirmed nor denied	0	0	0	0	0
Total	12	1	77	0	90

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	150
Percentage of requests closed within legislated timelines (%)	80.21

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations / Workload	External consultation	Internal consultation	Other
37	15	2	2	18

3.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timelines where no extension was taken	Number of requests past legislated timelines where an extension was taken	Total
1 to 15 days	4	2	6
16 to 30 days	2	5	7
31 to 60 days	3	3	6
61 to 120 days	1	5	6
121 to 180 days	2	2	4
181 to 365 days	2	3	5
More than 365 days	2	1	3
Total	16	21	37

3.8 Requests for translation

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

Section 4: Disclosures under subsection 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
3	0	0	3

Section 5: Requests for correction of personal information and notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Section 6: Extensions

6.1 Reasons for extensions

Number of extensions taken	15(a)(i) Interference with operations				15(a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence (Section 70)	External	Internal	
34	4	15	2	3	0	10	0	0

6.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15(a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	4	15	2	3	0	10	0	0
31 days or greater								0
Total	4	15	2	3	0	10	0	0

Section 7: Consultations received from other institutions and organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada 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
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of days required to complete consultation requests							Total
	0 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	
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

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

Recommendations	Number of days required to complete consultation requests							Total
	0 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	
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

Section 8: Completion time of consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer than 100 Pages Processed		100–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More than 5,000 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
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer than 100 Pages Processed		100–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More than 5,000 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
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Complaints and investigations

Section 31	Section 33	Section 35	Court action	Total
12	0	10	0	22

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

10.1 Privacy Impact Assessments

Number of PIAs completed	1
Number of PIAs modified	0

10.2 Institutions-specific and central personal information banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	26	1	0	1
Central	0	0	0	0
Total	26	1	0	1

Section 11: Privacy breaches

11.1 Material privacy breaches reported

Number of material privacy breaches reported to TBS	2
Number of material privacy breaches reported to OPC	2

11.2 Non-material privacy breaches

Number of non-material privacy breaches	12
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Section 12: Resources related to the Privacy Act

12.1 Allocated costs

Expenditures		Amount
Salaries		\$728,013
Overtime		\$0
Goods and Services		\$45,062
• Professional services contracts	\$0	
• Other	\$45,062	
Total		\$773,075

12.2 Human resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	10.000
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.121
Total	10.121

Annex B: Supplemental statistical report

Supplemental statistical report on the Access to Information Act and Privacy Act

Name of institution: Transport Canada

Reporting period: April 1, 2024 to March 31, 2025

Section 1: Open requests and complaints under the Access to Information Act

1.1 Number of open requests that are outstanding from previous reporting periods

Fiscal Year Open Requests Were Received	Open Requests that are Within Legislated Timelines as of March 31, 2025	Open Requests that are Beyond Legislated Timelines as of March 31, 2025	Total
Received in 2024-2025	241	121	362
Received in 2023-2024	7	93	100
Received in 2022-2023	0	25	25
Received in 2021-2022	0	56	56
Received in 2020-2021	0	40	40
Received in 2019-2020	0	76	76
Received in 2018-2019	2	20	22
Received in 2017-2018	0	20	20
Received in 2016-2017	0	10	10
Received in 2015-2016 or earlier	0	3	3
Total	250	464	714

1.2 Number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2024-2025	180
Received in 2023-2024	11
Received in 2022-2023	0
Received in 2021-2022	1
Received in 2020-2021	3
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	195

Section 2: Open requests and complaints under the Privacy Act

2.1 Number of open personal information requests that are outstanding from previous reporting periods

Fiscal Year Open Requests Were Received	Open Requests that are Within Legislated Timelines as of March 31, 2025	Open Requests that are Beyond Legislated Timelines as of March 31, 2025	Total
Received in 2024-2025	14	7	21
Received in 2023-2024	0	2	2
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	14	9	23

2.2 Number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2024-2025	5
Received in 2023-2024	0
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	5

Section 3: Social insurance number

Has your institution begun a new collection or new consistent use of the SIN in 2024–2025?	No
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Section 4: Universal access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2024–2025?	3
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Annex C: Delegation order

Access to Information Act and Privacy Act Delegation

Arrêté de délégué en vertu de la Loi sur l'accès à l'information et la Loi sur la protection des renseignements personnels

The Minister of Transport, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, delegates the persons holding the positions set out in the attached schedule, including persons designated to act in their absence, to exercise the powers, duties and functions of the Minister of Transport as the head of the Department of Transport, under the provisions of these Acts and related Regulations¹, set out in the attached schedule opposite each position.

This delegation replaces all previous designations.

Dated at the City of Ottawa, in the Province of Ontario, this 20 day of January, 2025.

En vertu de l'article 95(1) de la *Loi sur l'accès à l'information* et de l'article 73(1) de la *Loi sur la protection des renseignements personnels*, le ministre des Transports délègue aux titulaires des postes mentionnés à l'annexe ci-jointe, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable du ministère des Transports, investi par les dispositions de ces Lois ou de ces règlements² connexes mentionnés à l'annexe ci-jointe en regard de chaque poste.

Le présent document remplace et annule tout arrêté antérieur.

Daté, en la ville d'Ottawa, dans la province d'Ontario, ce 20 jour du mois d'janvier 2025.



Anita Anand
Minister of Transport / Ministre des Transports

¹ *Access to Information Act Regulations* and *Privacy Act Regulations*

² *Règlement sur l'accès à l'information* et *Règlement sur la protection des renseignements personnels*

Delegation schedule

Position	Access to Information Act and Regulations	Privacy Act and Regulations
Deputy Minister	Full authority	Full authority
Associate Deputy Minister	Full authority	Full authority
Director General and Corporate Secretary	Full authority	Full authority
Director, ATIP	Full authority	Full authority except: PA: 8(2)(m)
Chiefs, ATIP	Full authority except: ATIA: 6.1(1)	Full authority except: PA: 8(2)(j) and 8(2)(m)
Senior ATIP Advisors (PM-05)	ATIA: 7, 8(1), 9, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 26, 27(1), 28(1), 33, 43(1) and 68	PA: 14, 15, 18(2), 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 31, 33(2) and 35
ATIP Analysts (PM-04)	7, 8(1), 9, 27(1)	14, 15