

ANNUAL REPORT TO PARLIAMENT

PRIVACY ACT

FOR THE PERIOD OF APRIL 1, 2011 TO MARCH 31, 2012

Table of Contents

- 1. Introduction**
 - 2. Organizational Structure**
 - 3. Delegation of Authority**
 - 4. Interpretation of the Statistical Report Relating to the Act for 2011-2012**
 - 4.1 Information Requested Under the Act**
 - 4.2 Other Requests for Information**
 - 4.3 Requests Completed**
 - 4.4 Completion Time and Extensions of Time Limits**
 - 4.5 Exemptions Invoked**
 - 4.6 Exclusions Invoked**
 - 4.7 Organizational Costs**
 - 5. Education and Training Activities**
 - 6. Institutional Policies and Procedures**
 - 7. Complaints, Investigations, Recourse and Appeals**
 - 8. Privacy Impact Assessments (PIAs)**
 - 9. Disclosure of Information under Paragraph 8 (2) (m)**
- Schedule 1 – 2011-2012 Statistical Report on the *Privacy Act* and its Appendix A**

1. Introduction

The Old Port of Montréal Corporation Inc. (hereafter the “OPMC”) was added to the list of government institutions included in Schedule 1 to the *Privacy Act* (Order in Council P.C. 2005-1490) effective August 31, 2005.

The *Privacy Act* (hereinafter the “Act”) gives Canadian citizens and people present in Canada the right to have access to the 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 OPMC is a Crown corporation and a wholly-owned subsidiary of the Canada Lands Company Limited. Until May 2, 2011, the OPMC reported to Parliament through the Leader of the Government in the House of Commons. It now reports to Parliament through the Minister of Public Works and Government Services.

The OPMC was created with the mandate of developing, and promoting the development of, the Old Port of Montréal’s territory, and of administering and managing Crown property located thereon. The OPMC’s mission is to manage, develop, and hold activities on an urban recreational, tourist, and cultural site and a centre for entertainment and discovery.

This annual report was prepared by the OPMC for submission to Parliament in accordance with Section 72 of the Act. It describes how the OPMC assumed its responsibilities under the Act during the 2011-2012 year.

2. Organizational Structure

The President and Chief Executive Officer of the OPMC is designated, by an order in council, to be the head of the institution for the purpose of the *Privacy Act*. In this capacity, the President and Chief Executive Officer is responsible for handling requests received under the Act. Given the limited number of requests for access to a record received by the OPMC each year (only one (1) request received in seven (7) years), no employee is specifically and exclusively assigned the task of administering the Act.

Throughout the period covered by this report, the President and Chief Executive Officer directly assumed all of the powers and responsibilities under the Act, with the support of the OPMC’s strategic planning advisor, its corporate secretary and each of the vice-presidents, to ensure that the provisions of the *Privacy Act* are respected within the OPMC.

3. Delegation of Authority

The OPMC's President and Chief Executive Officer, who is the OPMC's Coordinator for the *Act to Information Act* and the *Privacy Act*, did not delegate any authority or responsibility under the Act and has exclusive signing authority under the Act.

4. Interpretation of the Statistical Report on the Act for 2011-2012

Schedule 1 is a copy of the statistical report of requests received or handled under the Act during the period of April 1, 2011 to March 31, 2012. The following paragraphs interpret the information contained in Schedule 1.

4.1 Information Requested Under the Act

The OPMC did not receive any request for information under the *Privacy Act*.

4.2 Other Requests for Information

The OPMC did not receive or respond to any request for consultation regarding personal information from another institution.

4.3 Requests Completed

The OPMC did not handle any request made under the *Privacy Act*.

4.4 Completion Time and Extensions of Time Limits

The OPMC did not handle any request made under the *Privacy Act*.

4.5 Exemptions Invoked

The OPMC did not handle any request made under the *Privacy Act*.

4.6 Exclusions Invoked

The OPMC did not handle any request made under the *Privacy Act*.

4.7 Organizational Costs

In 2011-2012, the OPMC incurred administrative costs of approximately three hundred and eight dollars (\$308.00) to apply the provisions of the *Privacy Act*. The human resources dedicated to the application of the *Privacy Act* are two (2) part-time employees from the OPMC and one (1) consultant. Although the OPMC did not handle any request

during the period covered by this report, these costs and resources relate to the preparation of annual statistical and descriptive reports required under the *Privacy Act*.

5. Education and Training Activities

The OPMC did not hold any education or training activity relating to the Act during the period covered by this report.

6. Institutional Policies and Procedures

During the period covered by this report, the OPMC did not implement any new or revised policies, guidance or procedures relating to the protection of personal information.

The OPMC applies the policy for the protection of personal information and the guidance issued from time to time by the Treasury Board Chairman as the minister designated under the Act.

7. Complaints, Investigations, Recourse and Appeals

No complaints were filed with the Privacy Commissioner, no requests for a judicial review were put before the Federal Court and no appeal was made with the Federal Court of Appeal during the period covered by this report.

No complaint had been or was being investigated by the Office of the Privacy Commissioner at the end of the same period.

8. Privacy Impact Assessments (PIAs)

The OPMC did not complete or carry out any privacy impact assessment (PIA) during the period covered by this report. No such assessment has therefore been sent to the Office of the Privacy Commissioner of Canada.

9. Disclosure of Information under Paragraph 8 (2) (m)

The OPMC did not disclose any personal information under paragraph 8(2) (m) of the Act during the period covered by this report.



Statistical Report on the *Privacy Act*

Name of institution: Old Port of Montreal Corporation Inc.

Reporting period: 2011-04-01 to 2012-03-31

PART 1 – Requests under the *Access to Information 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 transferred | 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 | |
|-------------------|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Requests | Pages disclosed | Requests | Pages disclosed | Requests | Pages disclosed | Requests | Pages disclosed | 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 coversation |
|---|---|----------------------------------|--------------|--|
| | | 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 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 |

| 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 | | \$158 |
| Overtime | | \$0 |
| Goods and Services | | \$150 |
| • Contracts for privacy impact assessments | \$0 | |
| • Professional services contracts | \$150 | |
| • Other | \$0 | |
| Total | | \$308 |

8.2 Human Resources

| Resources | Dedicated full-time | Dedicated part-time | Total |
|----------------------------------|---------------------|---------------------|----------|
| Full-time employees | 0 | 0 | 0 |
| Part-time and casual employees | 0 | 2 | 2 |
| Regional staff | 0 | 0 | 0 |
| Consultants and agency personnel | 0 | 1 | 1 |
| Students | 0 | 0 | 0 |
| Total | 0 | 3 | 3 |

**APPENDIX – A TO THE REPORT ON THE PRIVACY ACT
SUBMITTED BY THE OLD PORT OF MONTREAL
CORPORATION INC. FOR THE REPORTING PERIOD FROM
APRIL 1ST, 2011 TO MARCH 31ST, 2012**

Additional Reporting Requirements – *Privacy Act*

Institutions are required to indicate the number of:

- Privacy Impact Assessments initiated;
- Privacy Impact Assessments completed*.

* A Privacy Impact Assessment (PIA) is not considered to be completed until the final, approved copy including all eight sections outlined in Appendix C of the Directive has been sent to both the Office of the Privacy Commissioner and to the Information and Privacy Policy Division, Treasury Board Secretariat. TBS also requires the PIA to be accompanied by the new or updated Personal Information Bank.

Note: If your institution did not undertake any PIAs during the reporting period, this must be stated explicitly.

Declaration by Old Port of Montreal Corporation Inc.:

For the reporting period concerned, being from April 1st, 2011 to March 31st, 2012, Old Port of Montreal Corporation Inc. reports that it did not undertake any Privacy Impact Assessment during the present reporting period.

