



PORT of
vancouver

ANNUAL REPORT TO PARLIAMENT

PRIVACY ACT

**REPORTING PERIOD:
APRIL 1, 2019 TO MARCH 31, 2020**

Introduction

The role of the Vancouver Fraser Port Authority (“VFPA”) is to responsibly facilitate Canada’s trade through the Port of Vancouver, the country’s largest port. Accountable to the Minister of Transport, we manage federal lands, water and assets along hundreds of kilometres of shoreline, bordering 16 municipalities and intersecting the asserted and established traditional territories and treaty lands of several Coast Salish Peoples. Guided by a vision for a sustainable port, we work for the benefit of all Canadians.

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.

The Annual Report is prepared for and tabled in Parliament in accordance with section 72 of the *Privacy Act*.

The mandate of the VFPA is to comply with the *Privacy Act*, the principles of open government from which it is derived and for making any required decisions.

VFPA is also mandated to protect the privacy of individuals with respect to their personal information held by government and provides individuals with a right of access to such information based on the principles that:

- the collection and use of personal information is essential to the performance of many federal government activities and programs; but that
- individuals have the right to a reasonable expectation of privacy, including a basic right to exercise control over their own personal information; and
- public confidence in the government’s management of personal information is necessary to the public trust in, and support of, government programs.

Vancouver Fraser Port Authority ATIP Office Organization Structure

The Information & Privacy Coordinator reports to the Head of the Institution who is the President and Chief Executive Officer. Written, email, or ATIP Online Request Service *Privacy Act* requests are directed to the Information & Privacy Coordinator, who opens a file and coordinates the duties imposed by the legislation. The Information & Privacy Coordinator this system to account for all deliberations and decisions taken concerning each privacy request.

Statistical Report

Attached is the Form TBS/SCT 350-63 "Report on the Privacy Act," which provides statistical data on formal privacy requests received by the VFPA. VFPA received three requests during the reporting period April 1, 2018 to March 31, 2019.

Interpretation of Statistical Report

Following is a summary table for the last 5 reporting periods.

Reporting Period	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Number of Requests	0	0	2	0	3
Average Response Time	N/A	N/A	7.5 days	N/A	11.7 days

Privacy-Related Education & Training Activities by ATIP Staff

There was no training given to VFPA employees.

Overview of New and/or Revised Institutional Privacy Act-related Policies, Guidelines, Procedures and Initiatives

There were no new or revised institutional *Privacy Act*-related policies or procedures implemented in the reporting period.

Privacy Complaints, Audits and Investigations

There were no complaints, audits or investigations done during the reporting period.

Monitoring of Processing Time of Privacy Requests, & Correction of Personal Information

There was no monitoring conducted during the reporting period.

Privacy Breaches

There were no privacy breaches that occurred during the reporting period.

Privacy Impact Assessments

The following two Privacy Impact Assessments were completed in the reporting period.

- 1) Applicant tracking system - VFPA began using a new Applicant Tracking System (ATS) software, HireGround in June 2020. Applicant information collected during

the recruitment and selection process, such as cover letters and resumes, is stored in this ATS

- 2) Microsoft Office 365- VFPA is moving its Microsoft Outlook email and SharePoint sites from on-premise storage to Cloud storage, as per its long term cloud strategy. This move will strengthen the port authority's security position and will enable workforce mobility and high availability of services. In addition to Microsoft Outlook, One Drive will be available to Vancouver Fraser Port Authority employees for document storage as well as other Microsoft Office 365 suite core services.

A summary of both PIA's are available on VFPA`s website (<https://www.portvancouver.com/transparency/completed-privacy-impact-assessments/>)

Number of Disclosures Made from April 1, 2019 to March 31, 2020

The VFPA made no disclosures pursuant to subsection 8(2)(m) of the *Privacy Act*, during the reporting period.

**Statistical Report on the *Privacy Act***Name of institution: Vancouver Fraser Port AuthorityReporting period: 2019-04-01 to 2020-03-31**Section 1: Requests Under the *Privacy Act*****1.1 Number of requests**

	Number of Requests
Received during reporting period	3
Outstanding from previous reporting period	0
Total	3
Closed during reporting period	3
Carried over to next reporting period	0

Section 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	1	0	0	0	0	0	1
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	2	0	0	0	0	0	0	2
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	2	1	0	0	0	0	0	3

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	27.1	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
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

2.6 Closed requests

2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	3
Percentage of requests closed within legislated timelines (%)	100

2.7 Deemed refusals

2.7.1 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
0	0	0	0	0

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

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timelines 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

2.8 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 3: Disclosures Under Subsections 8(2) and 8(5)

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

Section 4: 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 5: Extensions

5.1 Reasons for extensions and disposition of requests

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) (c)
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)
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 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)

9.1 Privacy Impact Assessments

Number of PIA(s) completed	2
----------------------------	---

9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	0	0	0	0

Section 10: Material Privacy Breaches

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

Section 11: Resources Related to the *Privacy Act*

11.1 Costs

Expenditures	Amount
Salaries	\$10,000
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$10,000

11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.00
Part-time and casual employees	0.00
Regional staff	0.00

Consultants and agency personnel	0.00
Students	0.00
Total	1.00