



PRINCE RUPERT
PORT AUTHORITY

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ANNUAL REPORT TO PARLIAMENT

PRIVACY ACT

REPORTING PERIOD:

APRIL 1, 2011 TO MARCH 31, 2012

INTRODUCTION

Prince Rupert Port Authority (“PRPA”) was established effective May 1, 1999 as a port authority pursuant to the *Canada Marine Act*.

PRPA is responsible for administrating activities within the Port of Prince Rupert related to shipping, navigation, transportation of passengers and goods and the handling and storage of goods.

PRPA’s mission is to develop and grow the Port of Prince Rupert in an aggressive, economical, safe and environmentally sound manner.

PURPOSE

To report to the Minister responsible for PRPA on the administration and application of the *Privacy Act* (the “Act”) in accordance with Section 72 of the Act.

STATISTICS

PRPA received no formal privacy requests during the period April 1, 2011 to March 31, 2012 under the Act and there were no requests outstanding from the previous year.

INSTITUTIONAL POLICIES

Procedures are in place for directing all formal privacy requests to PRPA’s Privacy Coordinator (the “Privacy Program”) who ensures that they are processed in accordance with the provisions of the Act.

DELEGATION

The individual responsible for PRPA Privacy Program is Andrew Mayer, Vice-President, Commercial and Regulatory Affairs and the Privacy Coordinator and contact person is Lena Ly, Administrative Assistant, Commercial and Regulatory Affairs.

EDUCATION AND TRAINING

Lena Ly participated in the course “Access to Information and Privacy in the Government of Canada” from July 18 to 20, 2011 at Canada School of Public Service, Vancouver, Canada.

PRIVACY IMPACT ASSESSMENT (PIA) POLICY

PRPA did not undertake any of the PIA activities during the reporting period.