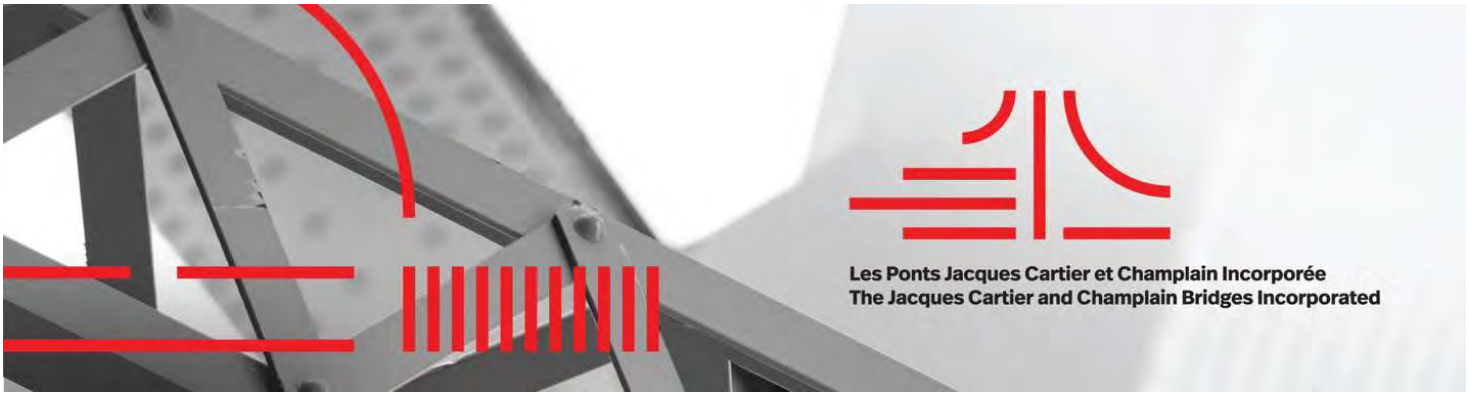
ANNUAL REPORT TO PARLIAMENT

PRIVACY ACT



APRIL 1, 2025, TO MARCH 31, 2026

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1. INTRODUCTION

The *Privacy Act* (PA) grants a right of access to Canadian citizens and permanent residents present in Canada as well as any individual abroad who does not already benefit from this right to personal information about them held by government institutions subject to the PA. In addition, the PA protects that information against unauthorized collection, use, retention and disclosure.

The Jacques Cartier and Champlain Bridges Incorporated (JCCBI) is a parent Crown corporation listed in Part I of Schedule III to the *Financial Administration Act*, having no wholly owned subsidiaries at any time during the reporting period.

As a manager of important infrastructure, JCCBI is responsible for the Jacques Cartier Bridge, the structure of the Québec Bridge, the Estacade, the federal section of the Bonaventure Expressway, the federal section of the Honoré Mercier Bridge, as well as the Melocheville Tunnel. With the exception of the Québec Bridge, JCCBI is also responsible for the land comprising the right-of-way for these infrastructures, including the lands in the original Champlain Bridge corridor, where the development into public spaces is substantially complete. JCCBI ensures, on a daily basis, a safe drive for thousands of users by managing, maintaining and repairing this important Greater Montreal infrastructure. JCCBI also ensures that these critical structures remain safe, fully functional and aesthetically pleasing both today and in the future. It conducts construction, rehabilitation and reinforcement projects on the infrastructure under its responsibility and oversees the operation and maintenance of these structures.

This report is prepared and tabled in Parliament in accordance with Section 72 of the PA. It covers the period from April 1, 2025, to March 31, 2026.

2. ORGANIZATIONAL STRUCTURE

JCCBI resources in charge of the administration of the PA work thereon on a part-time basis. Requests received under the PA are processed by the Access to Information and Privacy (ATIP) Coordinator who is also Director, Legal Affairs at JCCBI. Procedures are put in place for directing all formal privacy requests to the ATIP Coordinator for them to be processed in accordance with the provisions of the PA. A lawyer provides support to the ATIP Coordinator. The paralegal of the Legal Affairs Department assists, as required, the ATIP Coordinator and the lawyer in processing requests. When it receives a request for complex or voluminous documents, JCCBI occasionally retains the services of a consultant, a law firm, to provide assistance in processing the request.

JCCBI does not provide any services related to privacy to another government institution as defined in Section 73.1 of the PA.

3. DELEGATION ORDER

The head of JCCBI, Mrs. Sandra Martel, Chief Executive Officer, delegated her powers, duties and functions under the PA to the ATIP Coordinator, Mrs. Véronic Meunier, Director, Legal Affairs. A copy of the Delegation Order is included in Annex A.

4. PERFORMANCE 2025-2026

4.1 REQUESTS RECEIVED AND COMPLETED

During this reporting period, JCCBI received no formal request for access to personal information, and no active requests were pending at the end of the reporting period. This represents a decrease of one (1) request (100%) from last year's reporting period, which had one (1).

During this reporting period, there were no active complaints pending from previous reporting periods.

In 2025-2026, JCCBI processed and disclosed no pages as there were no requests.

4.2 CONSULTATION REQUESTS

During this reporting period, no consultation requests from other government institutions pursuant to the PA were received.

4.3 OTHER REQUESTS

During this reporting period, no informal requests were received.

4.4 OPERATIONAL COSTS

During this reporting period, salary costs incurred for the administration of the PA totalled $471.

5. TRAINING AND AWARENESS

JCCBI ensures that employees are aware of their obligations under the PA and are familiar with applicable policies, procedures and guidelines regarding personal information protection. This awareness is fostered through onboarding sessions with new employees, ad hoc discussions and operational communications on best practices for protecting personal information. For instance, when a new employee is hired, the ATIP Coordinator trains this employee in accordance with the *Directive on Personal Information Requests and Correction of Personal Information*. In addition, as part of completing a request for access to personal information, the lawyer meets with any employee called upon to collaborate in the completion of the request (for example, to conduct a document search) and reminds them of confidentiality obligations.

Employees with functional or delegated responsibilities related to the application of the PA receive more in-depth training, including by participating in information, orientation and professional development sessions offered by the Treasury Board of Canada Secretariat regarding the administration of the PA, the processing of requests and related regulatory requirements.

6. POLICIES, GUIDELINES AND PROCEDURES

JCCBI continues to implement its internal policy approved by its Board of Directors on June 19, 2019. This policy was revised on May 30, 2022, and February 26, 2026.

JCCBI did not receive authorization for any new collection(s) or consistent use(s) of Social Insurance Numbers during this reporting period.

JCCBI ensures that the appropriate personal information protection measures are included in its contracts, notably its standard contract documents which are validated by the Legal Affairs Department, as well as in the various agreements in which confidentiality clauses are added. These agreements are reviewed by the Legal Affairs Department before being signed by the authorized signatories.

JCCBI also adapts its contracts to include all relevant clauses pertaining to information security, particularly with respect to data hosting. For the use of Cloud solutions, JCCBI documents a detailed risk sheet as well as a lifecycle management process. For all internal systems, JCCBI carries out annual intrusion tests and corrects identified weaknesses, if any.

7. INITIATIVES AND PROJECTS TO IMPROVE PRIVACY

During this reporting period, no initiatives or projects were implemented. JCCBI is continuing the necessary steps to join the new online ATIP platform, which is currently being implemented. The purpose of this platform is to modernize JCCBI's service delivery in connection with the receipt of requests for access to personal information.

8. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

During this reporting period, no complaints were received or resolved, and no audits or investigations were conducted. In addition, during this reporting period, there were no active complaints.

9. MATERIAL PRIVACY BREACHES

During this reporting period, no material privacy breaches were reported to the Office of the Privacy Commissioner and to the Information and Privacy Policy Division, Treasury Board of Canada Secretariat.

10. PRIVACY IMPACT ASSESSMENTS

During this reporting period, JCCBI did not complete any Privacy Impact Assessment (PIA) and has no PIA on its website.

11. PUBLIC INTEREST DISCLOSURES

During this reporting period, no disclosures were made under Subsection 8(2)(m) of the PA.

12. MONITORING COMPLIANCE

When JCCBI receives a request under the PA, an internal follow-up process is immediately put in place with the relevant employees for the purpose of collecting the records, which is coupled with fixed deadlines. The ATIP Coordinator, who reports to the Senior Director, Legal Affairs and Human Resources (SDLAHR), is responsible for processing requests under the PA, as well as for ensuring that timeframes are respected. The SDLAHR, who is also Corporate Secretary, informs the Chief Executive Officer, other Senior Directors and Board members of the reception of a request, but without disclosing any personal information.

ANNEX A

DELEGATION ORDER

PRIVACY ACT
DESIGNATION ORDER

Pursuant to Section 73 of the *Privacy Act**, the Chief Executive Officer of the government institution The Jacques Cartier and Champlain Bridges Incorporated, hereby designates the person holding the position of Director, Legal Affairs of The Jacques Cartier and Champlain Bridges Incorporated, to exercise or perform the powers, duties and functions of the head of the institution under the Act.

Signed at Longueuil, July 31st 2023

Chief Executive Officer of
The Jacques Cartier and Champlain
Bridges Incorporated

*R.S.C., 1985, c. P-21