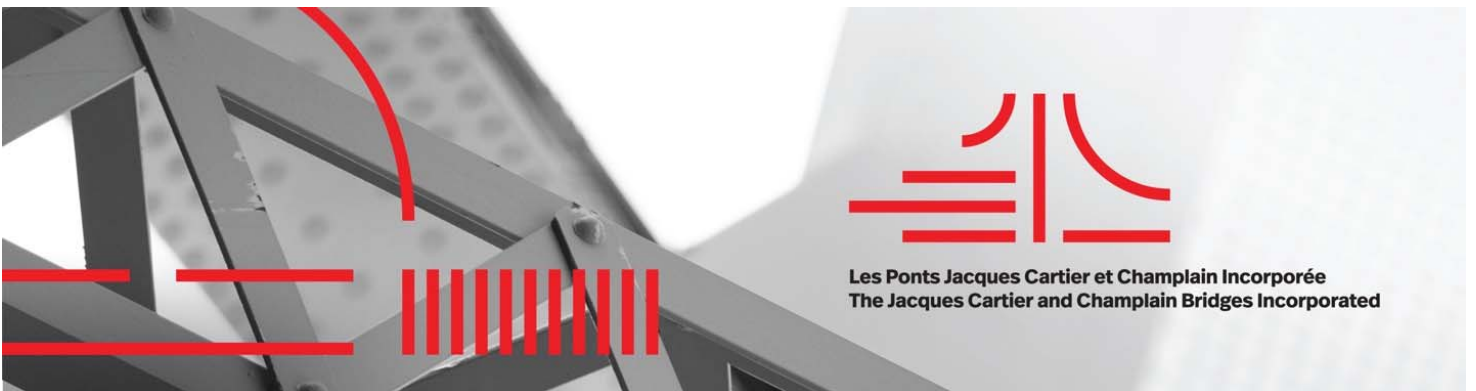


ANNUAL REPORT TO PARLIAMENT

PRIVACY ACT



APRIL 1ST, 2020 TO MARCH 31ST, 2021

TABLE OF CONTENTS

1. INTRODUCTION.....	1
2. ORGANIZATIONAL STRUCTURE.....	1
3. DELEGATION ORDER	2
4. HIGHLIGHTS OF THE STATISTICAL REPORT, 2020-2021.....	2
4.1 REQUESTS RECEIVED AND COMPLETED.....	2
4.2 CONSULTATION REQUESTS.....	2
4.3 OPERATIONAL COSTS.....	3
5. TRAINING AND AWARENESS.....	3
6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES.....	3
7. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS.....	3
8. MONITORING COMPLIANCE	3
9. MATERIAL PRIVACY BREACHES.....	4
10. PRIVACY IMPACT ASSESSMENTS	4
11. PUBLIC INTEREST DISCLOSURES.....	4

Annex A : Statistical Report

Annex B : Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act* 2020-2021

Annex C : Delegation Order

1. INTRODUCTION

The *Privacy Act (PA)* gives Canadian citizens and permanent residents present in Canada the right to access their personal information held by government institutions that are subject to the Act, and protects that information against unauthorized collection, use, retention and disclosure.

The Jacques Cartier and Champlain Bridges Incorporated (“JCCBI”) is a parent Crown Corporation listed under part I, Schedule III of the *Financial Administration Act*.

As a manager of important infrastructure, JCCBI is responsible for the Jacques Cartier Bridge, the original Champlain Bridge, the Champlain Bridge Ice Control Structure, the Île des Sœurs Bypass Bridge, the federal sections of the Bonaventure Expressway and the Honoré Mercier Bridge, as well as the Melocheville Tunnel. 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 pursuant to subsection 72 of the *PA* and is tabled in Parliament in accordance thereto. It covers the period from April 1st, 2020 to March 31st, 2021.

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 ATIP Coordinator who is also Director, Legal Affairs for JCCBI. Procedures are in place for directing all formal privacy requests to the ATIP Coordinator in order that they are processed in accordance with the provisions of the *PA*. A lawyer provides support to the ATIP Coordinator. The administrative assistant to JCCBI Director, Legal Affairs supports the ATIP Coordinator and the lawyer in processing requests. 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 ATIP Coordinator is Mrs. Louise Ouellet, Director, Legal Affairs. A copy of the Delegation Order is included in Annex C.

4. HIGHLIGHTS OF THE STATISTICAL REPORT, 2020-2021

4.1 REQUESTS RECEIVED AND COMPLETED

During 2020-2021, the COVID-19 pandemic resulted in the closure of JCCBI offices throughout the 2020-2021 reporting period. During this period, JCCBI employees teleworked. It appears that JCCBI continued to answer the Requests to provide individuals with a right of access to their personal information addressed to it and that the pandemic had no impact on its ability to fulfil its responsibilities under the PA.

During the reporting period, no formal Privacy request was received by JCCBI. Table 1 illustrates a three-year trend and an overview of the disposition of the requests which were received and completed.

Table 1 Disposition of Requests pursuant to the PA			
Fiscal Year	New Requests received	Requests completed	Disposition
2020-2021	0	0	--
2019-2020	0	0	--
2018-2019	0	0	--

4.2 CONSULTATION REQUESTS

During the reporting period, no consultation request from other government institutions pursuant to the PA was received.

4.3 OPERATIONAL COSTS

During the reporting period, no cost related to the administration of the *PA* was incurred.

5. TRAINING AND AWARENESS

During this reporting period, the lawyer who processes the requests received under the ATIA attended, through teleconference, several technical briefings, orientation and awareness sessions provided by the Treasury Board of Canada Secretariat in addition to inform, train and raise awareness of the employees from different internal departments in the application of the ATIA when processing access to information requests.

6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

JCCBI continues to implement its internal policy approved by its Board of Directors on June 19, 2019.

7. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS

During the reporting period, no complaints were received, and no audits or investigations were concluded.

8. MONITORING COMPLIANCE

During the reporting period, no processing monitoring was necessary in light of the absence of requests.

9. MATERIAL PRIVACY BREACHES

During the 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 the reporting period, JCCBI did not complete any Privacy Impact Assessments (PIA)

11. PUBLIC INTEREST DISCLOSURES

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

ANNEX A

STATISTICAL REPORT



Statistical Report on the Privacy Act

Name of institution: The Jacques Cartier and Champlain Bridges Incorporated

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Requests Under the Privacy Act

1.1 Number of requests

	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

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	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 abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	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	27,1	0
21	0	22,3	0	28	0
		22,4	0		

2.3 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

2.4 Format of information released

Paper	Electronic	Other
0	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
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	
	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
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
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	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
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	0
Percentage of requests closed within legislated timelines (%)	0

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

5.2 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 (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater								0
Total	0	0	0	0	0	0	0	0

Section 6: Consultations Received From Other Institutions and Organizations

6.1 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 to the next reporting period	0	0	0	0

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 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

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 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 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	0
----------------------------	---

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	\$0
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$0

11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0,000
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
Total	0,000

Note: Enter values to three decimal places.

ANNEX B

**SUPPLEMENTAL STATISTICAL REPORT
ON THE *ACCESS TO INFORMATION ACT* AND *PRIVACY ACT*
2020-2021**



Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*

Name of institution: The Jacques Cartier and Champlain Bridges Incorporated

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Capacity to Receive Requests

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	0

Section 2: Capacity to Process Records

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

ANNEX C

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, this 13th day of July 2018.



Chief Executive Officer of
The Jacques Cartier and Champlain
Bridges Incorporated

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