

An aerial photograph of a bridge pylon under construction. The pylon is a tall, A-shaped structure made of concrete. A large red crane is positioned on top of the pylon. The background is a hazy, overcast sky. The text "WINDSOR-DETROIT BRIDGE AUTHORITY ANNUAL REPORT" is overlaid on the left side of the image. The years "2022" and "2023" are stacked vertically, with a horizontal line under "2023", followed by the word "REPORT" in a large, bold font.

WINDSOR-DETROIT
BRIDGE AUTHORITY
ANNUAL
2022
2023
REPORT

Privacy Act

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1. Privacy Act - Annual Report 2022-2023

1.1 Introduction

The *Privacy Act* provides Canadian citizens, permanent residents of Canada and all individuals present in Canada with the right of access to, and the right to request personal information about themselves that is under the control of a government institution. The right of access also extends to the personal opinions and views that have been expressed about the individual by other individuals, including the names of those other individuals where they appear with the views and opinions that they have expressed. The Act also provides the legal framework for the collection, use, disclosure, accuracy, retention, protection, and disposition of personal information which is under the control of government institutions subject to the Act.

Windsor-Detroit Bridge Authority (WDBA) is pleased to present Parliament with its annual report on the administration of the *Privacy Act* in accordance with section 72 of the Act. This report summarizes WDBA activities for fiscal year April 1, 2022, to March 31, 2023. WDBA is not reporting on behalf of any wholly owned subsidiaries or non-operational institutions.

1.2 Organizational Structure

WDBA is led by a Chief Executive Officer (CEO) and governed by a board of directors who are responsible for overseeing the business activities and other affairs of WDBA. All Directors are approved by the Government of Canada with the Chair and CEO holding office for five years and the directors holding office for up to four years. WDBA is located in Windsor, Ontario.

The powers, duties and functions of the administration of the Act have been fully delegated by WDBA's CEO to WDBA's Vice President, Corporate Affairs and External Relations (formerly the Vice President, Communications and Stakeholder Relations) who also serves as the organization's ATIP Coordinator. During 2022-2023, the CEO position was vacant for a three-month period. The previously mentioned powers, duties and functions were delegated by the Executive Management Committee, comprised of WDBA's executive team, to WDBA's Vice President, Corporate Affairs and External Relations. A copy of WDBA's Delegation Order is provided in Appendix A.

WDBA's ATIP requirements are managed through the ATIP Coordinator and supported by the ATIP Officer. Additional ATIP resources are also contracted through one external consultant as needed.

1.3 Delegation Order

See Appendix A.

1.4 Highlights of the Statistical Report, 2022-2023

Requests

During fiscal year 2022-2023, WDBA received a total of three privacy requests. This was the same amount as the previous reporting period. Two requests were completed between the 1 to 15 day period, while the other was completed between the 31 to 60 day period. Two requests were released in part while the other was fully disclosed. All requests were completed within legislated timelines. One request required a 30 day extension to be taken due to section 15(a)(i) Interference with Operations – large volume of records. No requests were carried over from prior reporting periods. WDBA received no informal requests during the reporting period. No consultations were completed for other institutions.

During fiscal year 2022-2023, WDBA held no active requests that were outstanding from previous reporting periods.

During fiscal year 2022-2023, WDBA received zero complaints to its ATIP department.

As a continued requirement for this fiscal year, WDBA has been requested to describe the impact of COVID-19-related measures on the institution's ability to fulfill its *Privacy Act* responsibilities ,and any mitigation measures that were implemented.

WDBA experienced no direct impact of COVID-19-related measures with regard to access to personal information requests. There was no interruption in workflow.

Completed Requests

Requests Under the <i>Privacy Act</i>	
Number of requests (2022-2023)	
Type	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

WDBA's 2022-2023 statistical report on the *Privacy Act* is provided in Appendix B.

1.5 Training and Awareness

During fiscal year 2022-2023, WDBA promoted ATIP awareness throughout the organization by providing four sessions of mandatory training for all employees. Mandatory ATIP training occurs at WDBA on a biennial basis. The content of the training sessions included a high-level review of the Privacy Act legislation, WDBA processes, exemptions, personal information and complaints. Examples of requests under this Act were provided to discuss with staff the types of requests that WDBA receives. Other topics covered included the treatment of records, privacy principles and privacy breaches. In addition to these topics, the all-staff training was presented in collaboration with WDBA's Records Management Specialist who shared information management principles and best practices. All employees attended the training.

An ATIP briefing is incorporated into the orientation process for new WDBA hires. Each new employee received this 1-1.5-hour training session within one month following their position's start date to provide a high-level overview of ATIP requirements. A similar briefing is also delivered by the ATIP Coordinator to new Board of Directors members at the onset of their appointment.

To support "Right to Know Week," WDBA internally promoted ATIP. Communiqués were disseminated to employees that highlighted the roles and responsibilities of ATIP staff members. The messaging emphasized the work undertaken to complete ATIP requests and acted as a reminder that anyone seeking advice on interpreting the legislation could approach either the ATIP Coordinator or ATIP Analyst.

In response to a slight increase of privacy breaches during the 2021-2022 reporting period, WDBA created and disseminated a Privacy Breach fact sheet during the 2022-2023 reporting period.

This fact sheet utilized privacy breach investigation summaries from the Office of the Privacy Commissioner to support future best practices within WDBA.

1.6 Policies, Guidelines, Procedures, and Initiatives

In the 2022-2023 fiscal year, the internal Privacy Policy was updated to include the definition of a Foreign National. The internal Privacy Procedure was updated to include a process for Identification Verification. These changes were implemented in compliance with Privacy Implementation Notice 2022-02. Both the Privacy Policy and Procedure were reviewed in accordance with the *Privacy Act* and received by WDBA's Board of Directors. These Policies and Procedures are reviewed on a biennial basis. It is worth noting that during the development of WDBA's mandatory vaccination policy, the *Privacy Act* was considered to ensure compliance. WDBA received authority for no new collection or use of Social Insurance Numbers during the 2021-2022 reporting period. In accordance with direction delivered by the Treasure Board of the Secretariat, the WDBA Board of Directors voted to revoke its internal vaccination policy on June 20, 2022.

1.7 Summary of Key Issues and Actions Taken on Complaints and Audits

No complaints were made against WDBA under the *Privacy Act* during fiscal year 2022-2023. There are no court actions to report in relation to the *Privacy Act*.

1.8 Monitoring Compliance

WDBA's timeliness and compliance are monitored weekly through internal tracking procedures. WDBA previously used the Access Pro Case Management software but switched to Nuix Discover software during fiscal year 2020-2021 to ensure WDBA's documentation tracking is more efficient and continues to meet deadlines. In addition, the status of each current access request is reported to the ATIP Coordinator on a weekly basis and the CEO is apprised of new requests and closure strategies as needed.

During this reporting period, the WDBA ATIP office received training and integrated into the ATIP Online Request Service version 3. This allowed requesters to more quickly and fully access and understand the status of their request, as well as provide justification and supporting documentation.

Due to the small number of requests WDBA receives per reporting period, there is currently no assessment process to determine whether information should be proactively disclosed beyond providing request summaries through the WDBA website and on the Open Government portal.

WDBA has not entered into any new contract, information sharing agreement or information sharing arrangement that would require measures to support the right to public access in accordance with section 4.2.8 of the Directive on Access to Information Requests. WDBA holds a contract solely with its private partner, Bridging North America (BNA). Measures are put in place through the Project Oversight department to ensure BNA fulfills its contractual obligations, also known as the Project Agreement (PA). This information can be provided through an Access to Information request.

The ATIP Coordinator, the CEO and INFC review the Annual Reports before they are published online. Both the Chief Financial Officer and Vice President, Corporate Affairs and External Relations reviews travel and hospitality expense summaries before they are published. These steps are taken to monitor the accuracy and completeness of proactively published information under Part 2 of the Act.

1.9 Material Privacy Breaches

WDBA had no privacy breaches to report for fiscal year 2022-2023.

1.10 Privacy Impact Assessments

The Privacy Impact Assessment (PIA) is the component of risk management that aims to ensure compliance with the requirements of the Act and that the privacy rights of individuals are adequately protected by:

- the application of sound risk management principles
- the implementation of cost-effective security measures
- ensuring that all activities involving the creation, collection, use, disclosure/sharing, retention, protection and disposition of personal information are properly assessed and that the potential risks associated with those activities are properly addressed or mitigated.

WDBA did not conduct any privacy impact assessments during the 2022-2023 reporting period.

1.11 Disclosures Under Paragraph 8(2)(m) of the *Privacy Act*

Paragraph 8(2)(m) allows for disclosure of personal information under the control of a government institution when the disclosure would benefit public interest and outweigh any invasion of privacy that could result or if disclosure would clearly benefit the individual to whom the personal information relates. During fiscal year 2022-2023, there were no disclosures pursuant to paragraph 8(2)(m).

Appendix A: Signed Delegation Order

Delegation of Authority

Access to Information Act
And Privacy Act



We, the undersigned Executive Management Committee, pursuant to Section 73 of the Access to Information Act and Section 73 of the Privacy Act, hereby authorize those officers and employees of Windsor-Detroit Bridge Authority occupying the positions identified within the attached schedules to exercise signing authorities or perform any of the institution head's powers, duties or functions specified therein.

The powers, duties or functions delegated by means of this Order may be subdelegated to the Access to Information and Privacy Officer.

Dated at Windsor this 28 day of February 2023

Tuquero
Digitally signed by Tuquero, Vicky
DN: C=CA, O=GC, OU=WDBA-
APWD, CN="Tuquero, Vicky"
Reason: I am approving this document Location: Windsor, ON
Date: 2023.03.01 11:26:15-05'00'

Vicky Tuquero
Windsor- Detroit Bridge Authority
General Counsel

**Hilbers,
Grant**
Digitally signed by Hilbers, Grant
DN: C=CA, O=GC, OU=WDBA-
APWD, CN="Hilbers, Grant"
Reason: I am approving this
document. Location: Windsor, ON
Date: 2023.03.06 10:13:38-05'00'

Grant Hilbers
Windsor-Detroit Bridge Authority
VP, Engineering

Delegation of Authority Under the Access to Information Act

Provision	Task/Function	Position/Title	
		ATIP Coordinator	N/A
4(2.1)	Responsibility of government institutions	X	
7(a)	Notice when access requested	X	
7(b)	Giving access to record	X	
8(1)	Transfer of request to another government institution	X	
9	Extension of time limits	X	
11(2)	Waiver of fees	X	
12(2)(b)	Language of access	X	
12(3)(b)	Access in an alternative format	X	
13	Exemption – Information obtained in confidence	X	
14	Exemption – Federal-provincial affairs	X	
15	Exemption – International affairs and defense	X	
16	Exemption – Law enforcement and investigations	X	
16.5	Exemption – Public Servants Disclosure Protection Act	X	
17	Exemption – Safety of Individuals	X	
18	Exemption – Economic interests of Canada	X	
18.1	Exemption – Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.		X
19	Exemption – Personal Information	X	
20	Exemption – Third-party information	X	
21	Exemption – Operations of Government	X	
22	Exemption – Testing procedures, tests and audits	X	
22.1	Exemption - Audit working papers and draft audit reports	X	
23	Exemption – Solicitor-client privilege	X	
24	Exemption – Statutory prohibitions	X	
25	Severability	X	
26	Exception – Information to be published	X	
27(1), (4)	Third-party notification	X	
28(1)(b), (2), (4)	Third-party notification	X	
29(1)	Where the Information Commissioner recommends disclosure	X	
33	Advising Information Commissioner of third-party involvement	X	
35(2)(b)	Right to make representations	X	
37(4)	Access to be given to complainant	X	
43(1)	Notice to third party (application to Federal Court for review	X	
44(2)	Notice to applicant (application to Federal Court by third party	X	
52(2)(b), (3)	Special rules for hearings	X	
71(1)	Facilities for inspection of manuals	X	
72	Annual report to Parliament	X	

Delegation of Authority Under the Access to Information Regulations

Provision	Task/Function	Position/Title	
		ATIP Coordinator	N/A
6(1)	Transfer of request	X	
7(2)	Search and preparation fees	X	
7(3)	Production and programming fees	X	
8	Providing access to record(s)	X	
8.1	Limitations in respect of format	X	

Delegation of Authority Under the Privacy Act

Provision	Task/Function	Position/Title	
		ATIP Coordinator	N/A
8(2)(j)	Disclosure for research purposes	X	
8(2)(m)	Disclosure in the public interest or in the interest in the individual	X	
8(4)	Copies of requests under 8(2)(e) to be retained	X	
8(5)	Notices of disclosure under 8(2)(m)	X	
9(1)	Record of disclosure to be retained	X	
9(4)	Consistent uses	X	
10	Personal information to be included in personal information banks	X	
14	Notice where access requested	X	
15	Extension of time limits	X	
17(2)(b)	Language of access	X	
17(3)(b)	Access to personal information in alternative format	X	
18(2)	Exemption (exempt bank) – Disclosure may be refused		X
19(1)	Exemption - Personal information obtained in confidence	X	
19(2)	Exemption – where authorized to disclose	X	
20	Exemption – Federal-provincial affairs	X	
21	Exemption – International affairs and defense	X	
22	Exemption – Law enforcement and investigation	X	
22.3	Exemption – Public Servants Disclosure Protection Act	X	
23	Exemption – Security clearances	X	
24	Exemption – Individuals sentenced for an offence	X	
25	Exemption – Safety of individuals	X	
26	Exemption – Information about another individual	X	
27	Exemption – Solicitor-client privilege	X	
28	Exemption – Medical record	X	
31	Notice of intention to investigate	X	
33(2)	Right to make representation	X	
35(1)	Findings and recommendations of Privacy Commissioner (complaints)	X	
35(4)	Access to be given	X	
36(3)	Report of findings and recommendations (exempt banks)	X	
37(3)	Report of findings and recommendations (compliance review)	X	
51(2)(b)	Special rules for hearings	X	
51(3)	Ex-parte representations	X	
72(1)	Report to Parliament	X	

Delegation of Authority Under the Privacy Regulations			
Provision	Task/Function	Position/Title	
		ATIP Coordinator	N/A
9	Reasonable facilities and time provided to examine personal information	X	
11(2)	Notification that correction to personal information has been made	X	
11(4)	Notification that correction to personal information has been refused	X	
13(1)	Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to a requestor	X	
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	X	

Appendix B: Statistical Report on the *Privacy Act*



Government of Canada / Gouvernement du Canada

Statistical Report on the *Privacy Act*

Name of Windsor-Detroit Bridge Authority

Reporting 2022-04-01 to 2023-03-31

Section 1: Requests Under the *Privacy Act*

1. Number of requests

		Number of Requests
Received during reporting period		3
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		3
Closed during reporting period		3
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1. Channels of requests

Source	Number of Requests
Online	1
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
Total	3

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 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	1	0	0	0	0	0	0	1
Disclosed in part	1	0	1	0	0	0	0	2
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	2	0	1	0	0	0	0	3

3

3.2. 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	2
19(1)(f)	0	22.1	0	27	1
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 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

3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	3	0	0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
439	414	3

3.5.2 Relevant pages processed by request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	1	1	0	0	0	0	0	0	0	0
Disclosed in part	1	35	1	403	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	2	36	1	403	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.7 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

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

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

3.7 Deemed refusals

3.7.1 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

3.7.2 Request 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 timeline 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

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	1	0	1
French to English	0	0	0
Total	1	0	1

Section 4: 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 5: 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 6: Extensions**6.1 Reasons for extensions**

Number of extensions taken	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 ConfidenceSection (Section 70)	External	Internal	
1	0	1	0	0	0	0	0	0

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

Section 7: Consultations Received From Other Institutions and Organizations**7.1 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 within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

Section 8: Completion Time of Consultations on Cabinet Confidences**8.1 Requests with Legal Services**

Number of Days	Fewer Than 100 Pages Processed		100-500 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

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 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 9: Complaints and Investigations Notices Received

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

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)**10.1 Privacy Impact Assessments**

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	4	0	0	0
Central	34	0	0	0
Total	38	0	0	0

Section 11: Privacy Breaches**11.1 Material Privacy Breaches reported**

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

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	0
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Section 12: Resources Related to the Privacy Act**12.1 Allocated Costs**

Expenditures	Amount
Salaries	\$35,964
Overtime	\$0
Goods and Services	\$3,261
• Professional services contracts	\$3,261
• Other	\$0
Total	\$39,225

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.400
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.200
Students	0.000
Total	0.600

Note: Enter values to three decimal places

Appendix C: COVID-19 Supplemental Statistical Report



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

Name of institution: Windsor-Detroit Bridge Authority

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

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	52

Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

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

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	1	1	2
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	1	1	2

Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the Privacy Act

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0

Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0	Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the <i>Privacy Act</i>
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