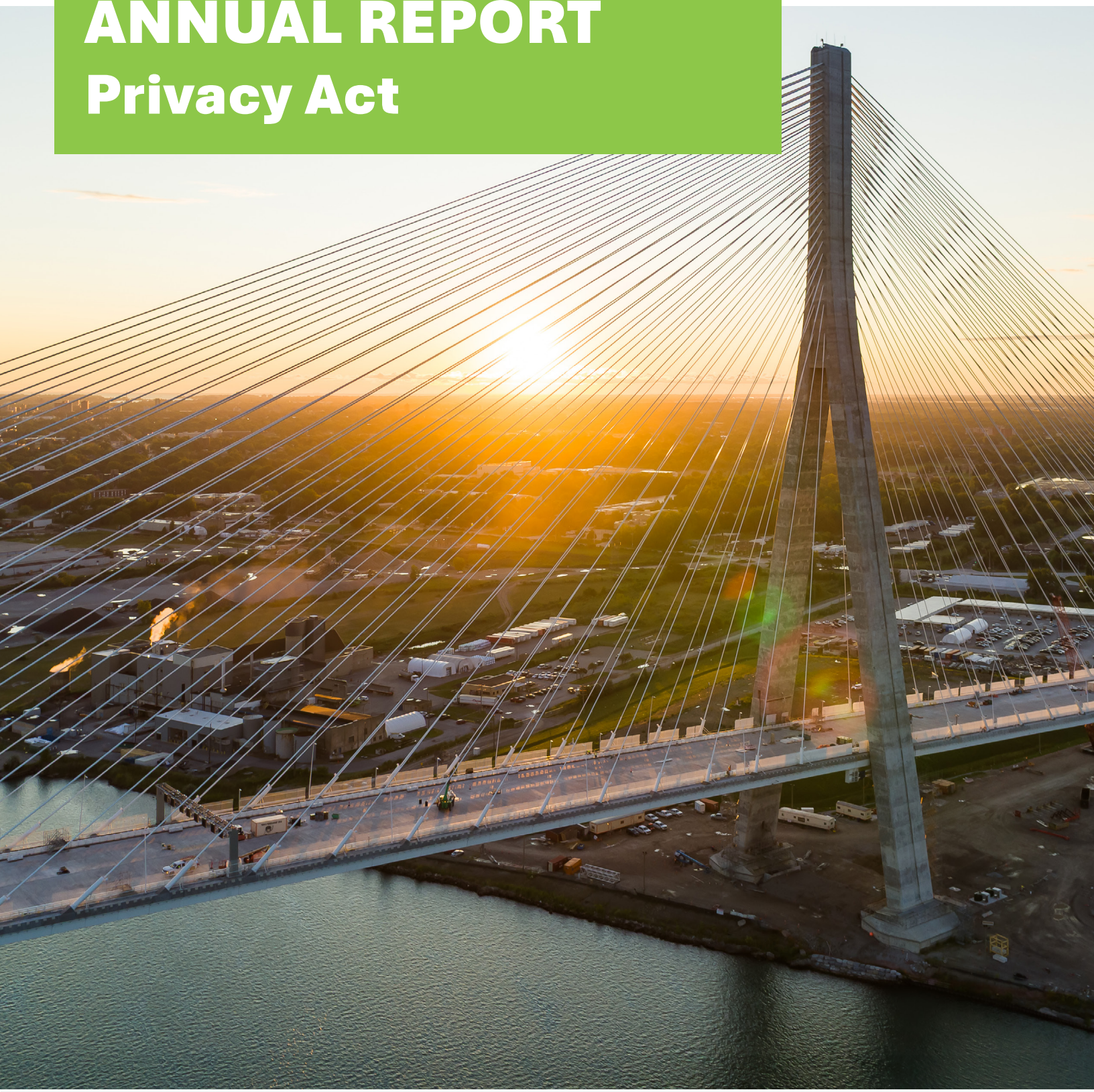
2025-2026

ANNUAL REPORT
Privacy Act



WDBA • APWD
Windsor-Detroit Bridge Authority
Autorité du pont Windsor-Détroit

Canada

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1. Privacy Act - Annual Report 2025-2026

1.1 Introduction

The *Privacy Act* (the *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 *Act* in accordance with section 72 of the Act. This report summarizes WDBA activities for fiscal year April 1, 2025, to March 31, 2026. WDBA is not reporting on behalf of any 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 Chief Relations Officer who also serves as the organization's ATIP Coordinator. 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. Please note that our CEO resigned as of January 16, 2026. WDBA's Chief Legal Officer, Charbel Andary, has been serving in an interim CEO position until a new permanent CEO is appointed.

1.4 Performance 2025-2026

Requests

During fiscal year 2025-2026, WDBA received a total of one privacy request. The request was completed within fifteen days as no responsive records for the request existed. This was a slight increase from the previous reporting period. This volume of requests is expected as WDBA does not currently hold any personal information of members of the public. Zero requests were carried over from prior reporting periods.

WDBA received no informal requests during the reporting period.

During fiscal year 2025-2026, WDBA held no active requests that were outstanding from previous reporting periods.

WDBA is expecting a potential increase of privacy requests for fiscal year 2026-2027 due to the impending opening of the Gordie Howe International Bridge.

Completed Requests

Requests Under the *Privacy Act*	
Number of requests (2025-2026)	
Type	**Number of Requests**
Received during reporting period	1
Outstanding from previous reporting period	0
Total	**0**
Closed during reporting period	1
Carried over to next reporting period	0

1.5 Training and Awareness

During fiscal year 2024-2025, WDBA researched and prepared training to raise ATIP awareness throughout the organization by providing mandatory biennial ATIP training to all staff. The content of the training sessions included a reemphasis of employee rights to privacy, the process of raising a privacy concern, what happens when a privacy breach occurs and an update on current TBS work to improve privacy rights of employees. WDBA focused on privacy awareness and raising privacy

concerns during this fiscal year due to an amalgamation of staff to one floor in the WDBA building from the previous three floors used. In accordance with pursuing new methods to support the ATIP regime, the all-staff training was presented online via the software HCM Rippling, for employees to review at their convenience, rather than forcing employees to reserve time for the training. While the training was created to be delivered at the end of fiscal year 2024-2025, it was not successfully delivered until beginning of fiscal year 2025-2026 due to issues with the platform used to present the training. The use of this platform allowed the ATIP Office to view the dates in which employees completed the training from a single page and more easily ensure all employees completed the mandatory training. This all-staff training will occur again in two fiscal years at which time it will incorporate any new legislative requirements. This training is required on a biennial basis.

The ATIP Office also used HCM Rippling to deliver additional training to all staff. This training was delivered outside of this review period after WDBA handled its first material privacy breach and focused entirely around privacy, personal information rights, as well as proper and improper handling of personal information.

An ATIP briefing is incorporated into the orientation process for new WDBA hires. Each new employee received this 1-hour training session within one month following their position's start date to provide a high-level overview of ATI Act 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 Officer.

1.6 Policies, Guidelines and Procedures

In the 2025-2026 fiscal year, both the Privacy Policy and Procedure were reviewed in accordance with the *Act* and received by WDBA's Board of Directors. WDBA's ATIP office decided to review early to ensure the state of its internal policy suite reflected the state of Access to Information within WDBA upon opening of the Gordie Howe International Bridge. This policy suite will be approved during the next available Board of Directors meeting.

These Policies and Procedures are reviewed on a biennial basis and will be reviewed again in two fiscal years.

WDBA received authority for no new collection or use of Social Insurance Numbers during the 2025-2026 reporting period.

1.7 Initiatives and Projects to Improve Privacy

In response to the material privacy breach that occurred, WDBA Legal, IT and ATIP created a new Personal Information Management Policy and Procedure during this reporting period. The implementation of this policy suite ensures any access to employee personal information is pre-approved, actively monitored and logged to highly limit the likelihood of a breach of this nature happening in the future.

1.8 Summary of Key Issues and Actions Taken on Complaints

Requesters have the right to register a complaint with the Office of the Privacy Commissioner of Canada (the OPC) regarding any matter relating to the processing of a request. WDBA works collaboratively with the Commissioner's Office to resolve complaints, providing the requester with a resolution. Two complaints were made against WDBA under the *Act* during fiscal year 2025-2026. These complaints were handled by the OPC without any action required by WDBA. There are no court actions to report in related to the *Act*.

1.9 Material Privacy Breaches

WDBA had one material privacy breach during the 2025-2026 fiscal year. This privacy breach was caused by one individual misusing access privileges to view the unauthorized sensitive personal information of other employees. The breach was promptly contained and reported to both TBS and the OPC. Individuals affected were immediately notified with credit report monitoring offered to those impacted severely. As mentioned above, a new policy and procedure was created to ensure accountability and monitoring of access to personal information. This will combat improper access and use of personal information as well as quicker response in the event of misconduct.

One non-material privacy breach was reported to both the TBS and OPC. This was the same breach, however most personal information accessed was not of a material nature and therefore WDBA felt it pertinent to report this incident as both a material and non-material breach.

No other breaches occurred at WDBA during this fiscal year.

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 formal privacy impact assessments during the 2025-2026 reporting period.

1.11 Public Interest Disclosures

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 2025-2026, there were no disclosures pursuant to paragraph 8(2)(*m*).

1.12 Monitoring Compliance

WDBA's timeliness and compliance are monitored weekly through internal tracking procedures. WDBA continues to utilize Nuix Discover software to ensure WDBA's documentation tracking is efficient and meets 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.

Due to the nature of WDBA's mandate there is currently no formal 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 process to ensure BNA fulfills its contractual obligations, also known as the Project Agreement (PA).

The ATIP Coordinator and HICC review the Annual Reports before they are published online. Both the Chief Financial and Administrative Officer and Chief Relations Officer review 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.

Appendix A: Signed Delegation Order

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Delegation of Authority
Access to Information Act
and
Privacy Act

I, Charl van Niekerk, pursuant to Section 95 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 August 15, 2023.

VanNiekerk, Charl

Digitally signed by VanNiekerk, Charl
DN: C=CA, O=GC, OU=WDBA-APWD, CN="VanNiekerk, Charl"
Reason: I am approving this document
Location: Toronto, ON
Date: 2023.08.15 16:12:46-04'00'
Foxit PDF Editor Version: 12.1.2

Charl Van Niekerk
Windsor-Detroit Bridge Authority
Chief Executive Officer

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	



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