



# ANNUAL REPORT

To Parliament  
2023-2024

*Privacy Act*



Administration  
de pilotage  
des Laurentides

Laurentian  
Pilotage  
Authority



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## Annual Report under the *Privacy Act*, 2023-2024

### prepared by Laurentian Pilotage Authority

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#### 1. Introduction

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The *Privacy Act* (Revised Statute of Canada 1985, Chapter P-21) was proclaimed on July 1, 1983. The *Privacy Act* extends to individual Canadian citizens and permanent residents, the right of access to information about themselves held by the government, subject to specific and limited exceptions. The *Privacy Act* also protects the individual's right to privacy by preventing others from having access to personal information and gives individuals substantial control over its collection and use.

Section 72 of the *Privacy Act* requires that the head of every government institution prepare an annual report on the administration of the Act within the institution during each financial year for submission to Parliament.

This annual report is submitted by the Laurentian Pilotage Authority in accordance with the *Privacy Act*. It describes how the Laurentian Pilotage Authority fulfilled its responsibilities under this Act during the reporting period from April 1st, 2023, to March 31, 2024.

##### > Purpose of the Act

The *Privacy Act* protects the privacy of individuals with respect to their personal information. The *Privacy Act* sets out provisions that govern the collection, use, retention, disposition and disclosure of personal information by federal government institutions. It also provides individuals with the right of access to their personal information held within government institutions.

For more information:

Access to Information and Privacy Coordinator  
**Laurentian Pilotage Authority**  
999, De Maisonneuve Blvd. West, Suite 1410  
Montreal (Quebec) H3A 3L4



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## > Laurentian Pilotage Authority Mandate

The Laurentian Pilotage Authority (« **Authority** ») is a Crown Corporation listed in Schedule III, Part 1 of the *Financial Administration Act*. It was constituted on February 1, 1972, pursuant to the *Pilotage Act*.

The Authority is financially self-sufficient and reports to the Minister of Transport Canada.

It is directly responsible for the implementation and administration of the *Privacy Act* in compliance with Section 72 of the said Act.

As the gateway for marine pilotage services on its territory, the Authority is responsible for all aspects related to pilotage, making it a turnkey organization. Its legislative mandate also gives it the responsibility to set the pilotage charges, which must remain reasonable and fair to its customers while allowing it to operate on a self-financing basis.

In this regard, its legislative mandate is based on the following principles and objectives<sup>1</sup>:

- That pilotage services be provided in a manner that promotes and contributes to the safety of navigation, including the safety of the public and marine personnel, and that protects human health, property and the environment;
- That pilotage services be provided in an efficient and cost-effective manner;
- That risk management tools be used effectively and that evolving technologies be taken into consideration;
- That an Authority's pilotage charges be set at levels that allow the Authority to be financially self-sufficient.

## 2. Organizational Structure

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The General Counsel and Corporate Secretary serves as the Access to Information and Privacy (« **ATIP** ») Coordinator for the Authority. She has delegated authority for all ATIP matters. An assistant assists the ATIP Coordinator in processing requests under the Act. The Authority's ATIP Office is responsible for all activities related to the administration, application and promotion of the Access to Information Act and the Privacy Act. It advises management and staff on the implementation of these Acts and prepares reports for Parliament and the Treasury Board

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<sup>1</sup> *Pilotage Act* R.S.C., (1985), c. P-14), section 2



Secretariat. He works on complaints filed with the Information Commissioner of Canada and the Privacy Commissioner of Canada, on investigations conducted by those commissioners, and on all ATIP applications to the Federal Court.

The Access to Information and Privacy Communities Development Office (« **APCDO** ») was established to address capacity issues in the Access to Information and Privacy communities across Government of Canada institutions subject to the Acts. In 2023-2024, the Authority's ATIP staff were active participants in several training sessions offered by the APCDO.

The Authority has not entered into any agreements with any other government institution to provide services under the *Privacy Act* pursuant to section 73.1 of that Act during the period covered by this Report.

### **3. Delegation Order**

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Decision-making responsibility for the application of the various provisions of the *Access to Information Act* and the *Privacy Act* have been formally established and are outlined in the Authority Delegation Order found in **Appendix A** of this report.

The Delegation Order in effect during the reporting period was approved by the Chairman of the Board of Directors.

### **4. Interpretation of the Statistical Report 2023-2024**

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Authority's Statistical Report on the *Privacy Act* is included in **Appendix B** of this report.

During the reporting period, the Authority received two formal online requests under the Act through the secure ATIP online application service. One of these requests was abandoned because it was not addressed to the Authority. The other request was partially answered because the Authority invoked an exemption under section 22(1)(b) of the Act. Disclosure of certain information and documents requested could reasonably be expected to interfere with the enforcement of federal laws. This request was completed beyond the time limits set out in the Act without an extension being requested. Specifically, the formal request received was responded to between 31 and 60 days after receipt. All relevant information that could be communicated and disclosed to the requester was provided. All requesters were satisfied with



the responses received. None of the requests received during this and previous reporting periods remain active; they have all been answered and closed.

In addition, the Authority did not receive any complaints from the Office of the Privacy Commissioner regarding the Privacy Act in the 2023-2024, and none remain pending from previous periods.

Based on multi-year trends, the Authority processes a low volume of requests, so it remains able to respond to all requests it receives within the prescribed legislated timelines and without any extensions, with the exception to one of the requests received during this reporting period.

The 2023-2024 Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*, validated by the Treasury Board of Canada Secretariat (« TBS »), is available in **Appendix C**.

## 5. Training and Awareness

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On January 25, 2024, Data Privacy Theme Day, the Authority highlighted the importance of taking control of your data. An awareness statement was emailed to all Authority employees. See **Appendix D** for a copy of this awareness statement.

Moreover, the ATIP Coordinator provides individual ATIP counseling and assistance to any employee who wishes to better understand the Authority's expectations regarding the application of the Act.

## 6. Policies, Guidelines and Procedures

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There are no other institutional policies, guidelines or procedures were implemented other than complying with the requirements of the Act as set out in the Regulations.

Authority's website provides comprehensive information about its policies and organizational structure and publishes Info Source to help the public access government information and exercise their rights or make a request for access to information or personal data.



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## 7. Initiatives and Projects to Improve Privacy

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The Authority did not implement or undertake any specific initiatives or projects to improve access to personal information and privacy during the reporting period covered.

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## 8. Summary of Key Issues and Actions Taken on Complaints

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There have been no significant issues to report for the current year. No complaints, audits or investigations were filed during the reporting period.

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## 9. Material Privacy Breaches

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No material privacy breaches were reported to the Office of the Privacy Commissioner and to TBS (Information and Privacy Policy Division) during the reporting period.

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## 10. Privacy Impact Assessments (« PIA »)

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The Authority did not complete any PIAs during the reporting period.

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## 11. Public Interest Disclosures

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No disclosures were made under section 8(2)(m) of the *Privacy Act* during the reporting period.

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## 12. Monitoring Compliance

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Given the small number of requests received and processed by the Authority, no official monitoring compliance was conducted during the reporting period. Such monitoring will normally be conducted by the ATIP Coordinator, as appropriate. The Authority will make every reasonable effort to process all requests received in accordance with the requirements of the Act.



### 13. Attachments

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- **Appendix A:** Delegation Order
- **Appendix B:** 2023-2024 Statistical Report on the *Privacy Act*
- **Appendix C:** 2023-2024 Supplemental Statistical Report on the Access to Information Act and *Privacy Act*
- **Appendix D:** January 25, 2024, Awareness Release



Administration de pilotage des Laurentides  
Laurentian Pilotage Authority

## ARRÊTÉ SUR LA DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET DE LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

PAR LE PRÉSENT ARRÊTÉ pris en vertu de l'article 95(1) de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, je délègue, selon l'annexe ci-jointe, depuis le 1<sup>er</sup> avril 2020, l'Avocate générale et Secrétaire générale, ainsi qu'à la personne occupant ce poste à titre intérimaire le cas échéant, les pouvoirs et les fonctions se rapportant à l'Administration de pilotage des Laurentides qui me sont confiés aux termes des *Décrets sur la désignation des responsables d'institutions fédérales* de ces lois en ma qualité de responsable d'une institution fédérale.

Daté, en la ville de Montréal, ce 26e jour de mai 2020.

**Ricky Fontaine**  
Président du Conseil d'administration

## ACCESS TO INFORMATION AND PRIVACY ACT DELEGATION ORDER

BY THIS ORDER made pursuant to section 95(1) of the *Access to Information Act* and section 73 of the *Privacy Act*, I hereby designate the person holding the position of General Counsel and Corporate Secretary, as well as to the person occupying this position on an acting basis if necessary, to exercise or perform the powers, duties and functions of the head of a government institution under the *Acts' Designation Order of Government Institutions*, as specified in the attachment, insofar as they may be exercised or performed in relation to the Laurentian Pilotage Authority, effective since April 1, 2020.

Dated, at the City of Montreal, this 26th day of May, 2020.

**Ricky Fontaine**  
Chairman



**ANNEXE A - DELEGATION DE POUVOIRS ET D'ATTRIBUTIONS EN VERTU DE L'ARTICLE 73  
DE LA LOI SUR L'ACCES A L'INFORMATION ET DE LA PROTECTION DES  
RENSEIGNEMENTS PERSONNELS**

**SCHEDULE A - DELEGATION OF POWERS, DUTIES AND FUNCTIONS PURSUANT TO  
SECTION 73 OF THE ACCESS TO INFORMATION ACT AND PRIVACY ACT**

***Loi sur l'accès à l'information et ses règlements*** : autorité absolue  
***Access to Information Act and Regulations***: absolute authority

***Loi sur la protection des renseignements personnels et ses règlements*** : autorité absolue  
***Privacy Act and Regulations***: absolute authority

### Statistical Report on the Privacy Act

Name of institution: Laurentian Pilotage Authority

Reporting period: 2023-04-01 to 2024-03-31

#### Section 1: Requests Under the Privacy Act

##### 1.1 Number of requests received

		Number of Requests
Received during reporting period		2
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>2</b>
Closed during reporting period		2
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

##### 1.2 Channels of requests

Source	Number of Requests
Online	2
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>2</b>

#### Section 2: Informal requests

##### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>0</b>
Closed during reporting period		0
Carried over to next reporting period		0

##### 2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>0</b>

##### 2.3 Completion time of informal requests

Completion Time							
0 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	Total
0	0	0	0	0	0	0	0

##### 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
	0 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	1	0	0	0	0	1
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	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

### 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)	1	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		

### 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	1	0	0	0	0

### 3.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
43	43	2

#### 3.5.2 Relevant pages processed per request disposition for paper, e-record and dataset 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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	42	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	1	1	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>43</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 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
<b>Total</b>	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
<b>Total</b>	0	0	0	0	0	0

**3.5.7 Other complexities**

<b>Disposition</b>	<b>Consultation Required</b>	<b>Legal Advice Sought</b>	<b>Interwoven Information</b>	<b>Other</b>	<b>Total</b>
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
<b>Total</b>	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	1
Percentage of requests closed within legislated timelines (%)	50

**3.7 Deemed refusals**

**3.7.1 Reasons for not meeting legislated timelines**

<b>Number of requests closed past the legislated timelines</b>	<b>Principal Reason</b>			
	<b>Interference with operations / Workload</b>	<b>External Consultation</b>	<b>Internal Consultation</b>	<b>Other</b>
1	0	0	0	1

**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	1	0	1
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
<b>Total</b>	1	0	1

**3.8 Requests for translation**

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

**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









## 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
<b>Total</b>	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	73	15	11	99
Central	0	0	0	0
<b>Total</b>	<b>73</b>	<b>15</b>	<b>11</b>	<b>99</b>

**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		\$4 000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$4 000</b>

**12.2 Human Resources**

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0,020
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
<b>Total</b>	<b>0,020</b>

**Note:** Enter values to three decimal places.

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

Name of institution: Laurentian Pilotage Authority

Reporting period: 2023-04-01 to 2024-03-31

**Section 1: Open Requests and Complaints Under the Access to Information Act**

1.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the Access to Information Act

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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
<b>Total</b>	<b>0</b>

**Section 2: Open Requests and Complaints Under the Privacy Act**

2.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0

Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

2.2 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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
<b>Total</b>	<b>0</b>

**Section 3: Social Insurance Number**

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	No
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**Section 4: Universal Access under the Privacy Act**

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
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Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*





Prenez le contrôle de vos données

Semaine de la protection des données

#SPD2024



Take control of your data

Data Privacy Week

#DPW2024

**Data Privacy Week from January 22 to 26, 2024**

## Take control of your data

This year, the Office of the Privacy Commissioner of Canada and the Laurentian Pilotage Authority are highlighting the importance of taking control of our data during Data Protection Week.

Got nothing to hide? From the moment we wake up in the morning to the moment we lay our head on the pillow at night, we leave behind a trail of data that others can collect, merge, analyze, manipulate or even sell, often without our knowledge or consent.

Protecting personal data has become a necessity today.

Take care of your personal information. There's no need to post your address, phone number, date of birth or the name of the school you attend. In fact, it's not a good idea to do so at all. Your friends already know this information or, if they don't, they may ask for it in the school corridors. Why would you share it with strangers? Individuals and companies may use the information you publish in ways that could make you feel uncomfortable.



And be careful about the seemingly innocuous information you post. You'll want to avoid strangers seeing photos of you looking attractive, with details of where you'll be at any given time. Protect yourself online as you would in real life.

Choose a password that no one can guess and protect it. Use a different password for each site, account and device you use.

## *10 tips to protect your personal information*

### *1. Think twice*

Whether online or in person, you're constantly being asked to provide personal information. Ask why you need to provide this information, who will use it and how.

### *2. Ask questions*

Get into the habit of reading the privacy policies of the websites you visit and the applications you use. If something makes you hesitate, ask the company to explain.

### *3. Speak up*

If you have concerns about how an organization handles your personal information, you should let them know.

### *4. Simply refuse*

Check the "No thanks" box on forms that ask you to provide personal information, or write a brief message saying you don't want to be contacted.

### *5. Protect your Social Insurance Number*

Your Social Insurance Number (SIN) gives you access to your personal information and can put you at risk of fraud and identity theft.

### *6. Protect your devices*

Take steps to protect your personal information online. Make sure your computer, smartphone and other mobile devices are protected.

### *7. Protect your passwords*

You can help prevent identity theft by choosing passwords that are difficult to guess.

### *8. Adjust your privacy settings*

Never rely on default settings. Review and adjust your privacy settings regularly, as they may change from time to time.





9. *Delete information wisely*

Before you sell, recycle or dispose of a device you no longer use, make sure you properly delete the data stored on it.

10. *Know your rights*

***Don't hesitate to report a possible breach of privacy, and don't wait to do so. The sooner a breach of privacy is reported, the more damage can be limited or prevented.***

Thanks for your constant vigilance.

***Protecting personal information is everyone's responsibility!***

Cynthia Dufour