

**St. John's Port Authority**

**TABLE OF CONTENTS**

General Information

- Introduction to Info Source
- Background
- Responsibilities

Institutional Functions, Programs and Activities

- Institutional Functions, Programs and Activities
- Internal Services
- Classes of Personal Information
- Manuals

Additional Information

- Reading Room

## **Introduction to Info Source**

*Info Source: Sources of Federal Government and Employee Information* provides information about the functions, programs, activities and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*. It provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*.

The introduction and an index of institutions subject to the *Access to Information Act* and the *Privacy Act* are available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

## **Background**

The Port of St. John's is one of North America's most modern and accessible supply and service centres. It is the location of Newfoundland and Labrador's primary and most advanced container terminal; the primary offshore energy supply and service centre on the East Coast of Canada; and is a destination of choice for the international cruise ship industry.

The Port of St. John's is one of the most active fish-handling ports in the province; it has evolved from the historic fishery to become a strategic transportation hub and powerful economic engine. Through its partnership networks, St. John's operates as one of the leading ports on the east coast of North America and provides: a strategic location close to shipping lanes and resources; a highly specialized local workforce and business community; business sectors which include container, roll-on/roll-off, dry bulk, liquid bulk and general cargo; a comprehensive distribution network; excellent repair and maintenance facilities; extensive storage capabilities for water, fuel, synthetic and chemicals; an efficient transportation system; a naturally sheltered, ice-free port; and greater access, egress, flexibility and service than ever before.

The St. John's Port Authority was established pursuant to Section 8 of the *Canada Marine Act* which received Royal Assent on the 11th day of June 1998 and came into force with respect to Port Authorities by letters patent issued on the 1st day of May, 1999. Therefore, the St. John's Port Authority is a Canadian Port Authority and an agent of His Majesty in right of Canada within the framework of the *Canada Marine Act*.

The Authority is governed by a Board of Directors, and reports to Parliament through the Minister of Transport. The Board of Directors is comprised of four representatives nominated in consultation with port users, as well as one representative appointed by each of the Government of Canada, the Province of Newfoundland and Labrador, and the City of St. John's. A Chief Executive Officer and a management group are responsible for port operations.

For information on the Port of St. John's and its history, please click [here](#).

## **Responsibilities**

The SJPA is a financially self-sufficient federal agency responsible for administering the Port of St. John's in the capital city of Newfoundland and Labrador (NL). The SJPA operates with full commercial discipline and reinvests all earnings generated from activities into port operations and infrastructure.

## **Mandate**

Under the 1995 National Marine Policy, 19 major Canadian ports were deemed vital to Canada's domestic and international trade. These 19 ports were designated Canada Port Authorities (CPAs) under The *Canada Marine Act* which received Royal Assent on June 11, 1998. Canada Port Authorities were created to operate particular ports on behalf of the Government of Canada. In certain cases, CPAs possess the power to engage in activities related to shipping, navigation and transportation of passengers and goods. They may also be given Crown land to operate and manage, but not to own. They may, however, acquire and own land in their own name. CPAs are required to be self-sufficient and fund their operations through the revenues that they generate. CPAs are not eligible for federal funding, other than grants of general application or in the case of emergencies.

The SJPA's mission is to provide consistently valuable, innovative, and efficient port services that foster trade, regional growth, and provincial success. To that end, the Authority partners with the private sector, governments, and other stakeholders in developing port infrastructure and services and promoting the use of facilities.

## **Our Role**

The SJPA plays a central role in both the day-to-day marine operations of the port and in planning its future. The SJPA is solutions-focused and discovers new ways to innovate, collaborate, and improve to ensure we are moving forward as a community.

## **Our Mission**

The St. John's Port Authority's mission is to provide consistently valuable, innovative and efficient port services that foster trade, regional growth and provincial success.

## **Our Goals**

Guided by sound business practises, a well-run port is an engine for a strong economic future. The SJPA strives to identify strategic ideas and implement them as part of our ongoing business development. Our goals include to:

- Invest in infrastructure development that benefits our partners and users.
- Respond in a strategic and timely manner to changing market conditions and industry advances.
- Enhance the port's operational capabilities to improve market access.
- Promote provincial, national and international partnerships.
- Generate profitable economic activity and meaningful employment for Newfoundlanders and Labradorians.

[Return to Table of Contents](#)

## **Institutional Functions, Programs and Activities**

### **COMMERCIAL OPERATIONS**

The St. John's Port Authority Commercial Operations play a crucial role in establishing and sustaining the Port's reputation based on its mission and in ensuring that the Port remains an important leader in the development, marketing and management of trade and transportation, commitment to sustainable development, and role as economic development agent for the local, regional, and national economy.

#### **Business Development**

**Description:** Information relating to the St. John's Port Authority growth through capitalization, future planning, and overall policy development. Includes information on identifying and securing new business opportunities; building and maintaining effective customer relationships; developing and executing business strategies to achieve quantified objectives, and developing and executing the SJPA's marketing and public relations strategy, land use plans, development projects and inquiries.

**Document Types:** Land use plans, Business Plan, contracts, proposals, maps, marketing material, nautical charts, press releases, market studies, general correspondence.

**Record Number:** STJPA PTD 095

#### **Property Management**

**Description:** Records include information relating to properties owned and managed by the Authority including the rental and/or lease of these properties.

**Document types:** Land and Port development proposals, lease agreements, licenses, easements, disposal of property, plans, procedures, policies, financial reports, budgets, payments in lieu of taxes, insurance, agreements, title information, statistical reports, community relations reports, and strategies.

**Record Number:** STJPA PMS 010

#### **Property Services - Personal Information Bank**

**Description:** This bank contains basic information on properties managed by the St. John's Port Authority or tenants of these properties.

**Class of Individuals:** General public.

**Purpose:** This bank is used to document property transactions such as leases, agreements, sales, exchange or purchase of lands between His Majesty, the St. John's Port Authority and the general public.

**Consistent Uses:** This bank is used to document the decision-making process in property matters.

**Retention and Disposal Standards:** Records are retained for an undetermined period of time.

**RDA Number:** 2018/006

**Related Record Number:** STJPA PMS 010

**TBS Registration:** 20220022

**Bank Number:** STJPA PPU 001

### **Administration of Tariffs, Fees and Permits**

**Description:** Files include information related to the development, implementation, and prescription of fees in accordance with the Port's Letters Patent pursuant to the *Canada Marine Act*.

**Document types:** Harbour dues, berthage, wharfage, small commercial vessel fees; water and electricity service fees, in transit passenger fees; equipment rental rates; property rental/lease rates, remittals, notices and procedures, policies, statistical reports; contracts; memoranda and correspondence.

**Record Number:** STJPA TFP 010

### **Port Customers - Personal Information Bank**

**Description:** This bank describes information related to individuals who occupy berthage space. Personal information may include name, contact information, information about the individual's vessel and credit information.

**Class of Individuals:** General Public.

**Purpose:** Personal Information is used to reserve dock space, document berthage agreements, provide services, billing and obtain customer feedback.

**Consistent Uses:** The information may be used or disclosed for the following purposes: enforcement, safety, inventory of berthage space, reporting to senior management, evaluation. With consent, information may be used for mailing list purposes.

**Retention and Disposal Standards:** Records are retained for 7 years and then destroyed.

**RDA Number:**

**Related Record Number:** STJPA TFP 010

**TBS Registration:** 20220024

**Bank Number:** STJPA PPU 002

### **Cruise Industry Coordination**

**Description:** The St. John's Port Authority is active in increasing the profile of St. John's as an internationally-preferred cruise destination.

**Document types:** Advertisements, press releases, performance reporting documents, planning documents, photos and illustrations, project briefs, artwork files, budget documents, presentations, market research reports, promotional material, invoices, contracts, statistics, policies, procedures, and inventory of berthage space.

**Record Number:** STJPA CIC 005

### **Cruise Passengers - Personal Information Bank**

**Description:** Records include information related to the arrival and disembarkment of cruise ship passengers including; manifests, passport number, birthdates, and names.

**Class of Individuals:** General Public.

**Purpose:** Personal Information is used for security purposes for entry to secure areas.

**Consistent Uses:** The information may be used or disclosed for enforcement and safety purposes:

**Retention and Disposal Standards:** Records are retained for 7 years and then destroyed.

**RDA Number:**

**Related Record Number:** STJPA CIC 005

**TBS Registration:** 20220023

**Bank Number:** STJPA PPU 003

## PORT OPERATIONS

Pursuant to the *Canada Marine Act*, and Schedule "A" and "B" of its Letters Patent, Port Operations is responsible for performing all activities related to the operations of the Port.

### **Cargo Management**

**Description:** Includes records relating to the arrival and departure of ships, inward/outward reports, cargo manifests including total tonnage reports, fees such as harbour dues and wharfage based on vessel tonnage, statistical information including container, trailer, autos, break-bulk totals landed in the port, storage and transfer of cargo and commodities, transportation, and related subjects.

**Document Types:** Statistical reports, manifests, general correspondence. Charts and publications, fees and rates, licenses, plans, procedures, policies, and strategies.

**Record Number:** STJPA CRH 005

### **Terminal Operations - Personal Information Bank**

**Description:** This bank describes information that is used in facilitating the administration of shore services required for international and coastal trade, including shipping agents, stevedoring companies, and shipyards in accordance with the provisions of the *Canada Marine Act* and the Letters Patent. The personal information may include name, contact information, citizenship status, other identification numbers and vessel and carrier license numbers.

**Class of Individuals:** General public, (shipping, vessel and carrier contractors, shipping agents).

**Purpose:** The personal information is used to administer the harbour master and terminal operations activity. Personal information is collected pursuant to the *Canada Marine Act*; the St. John's Port Authority Letters Patent; Port Authorities Management Regulations; and Port Authorities Operating Regulations.

**Consistent Uses:** The information may be used or disclosed for enforcement and safety purposes, in order to ensure that all necessary services be properly coordinated to facilitate the loading of cargos and passage of vessels. Aggregate information may be shared with Transport Canada, and/or with an auditor for mandatory annual audits.

**Retention and Disposal Standards:** Records are retained for 7 years and then destroyed.

**RDA Number:**

**Related Class of Record Number:** STJPA CRH 005

**TBS Registration:** 20220025

**Bank Number:** STJPA PPU 004

## PORT INFRASTRUCTURE

The St. John's Port Authority's Technical Services Department is responsible for the Port's redevelopment plans of existing infrastructure at SJPA-managed property, at the engineering level, production, maintenance and upgrades to all SJPA properties and for monitoring the capital projects located on Port property.

## **Engineering**

**Description:** Includes information relating to port facilities and infrastructure, including wharves, buildings, harbour waters, mechanical and electrical equipment, underground services and fendering systems.

**Document Types:** Includes historical records, engineering plans and specifications, professional services and construction contracts, tender documents, licences, agreements, easements, proposals, legal surveys, maps, nautical charts, structural investigations, progress reports and payments, inspection reports, and general correspondence.

**Record Number:** STJPA ENG 025

## **ENVIRONMENTAL STEWARDSHIP**

The Port of St. John's' role in environmental stewardship is to ensure that compliance with environmental laws and regulations is upheld in the conduct of marine and land operations. The Port's environmental stewardship ensures that all steps are taken if or when an environmental incident occurs and supervises the conduct of environmental assessments that are required before implementing new projects.

### **Environmental Services**

**Description:** Information relating to environmental assessments, screenings, monitoring programs, and projects.

**Document Types:** Includes environmental assessment, reports, site specific audits, screening reports, policies and procedures, contract documents, monitoring reports, statistical information, and general correspondence.

**Record Number:** STJPA EVS 035

## **PROACTIVE PRESERVATION AND RESTORATION**

The Port is actively involved in the preservation and restoration of the Port as well as the surrounding area. Initiatives include energy conservation and Green Marine initiatives, as well as developing and preserving the Port, reducing environmental impact and increasing environmental protection efforts.

### **Special Environmental Programs**

**Description:** Files relate to the Port's involvement in environmental projects such as the Shore Power Project; Ship to Shore Program; Harbour Solutions Project; Green Marine Initiative; and the Berthing Improvement Project.

**Document types:** environmental reports, research, studies, standards, certifications, financial reports, budgets, plans, policies, procedures, correspondence, committee meeting minutes, agendas.

**Record Number:** STJPA EVS 040

## HARBOUR AND PORT SECURITY

The Harbour and Port Security activities encompass marine security initiatives; Port Credentialing in relation to the production and issuance of passes for personnel and vehicles that enter the Port's premises.

### Harbour Operations

**Description:** Information relating to vessel traffic movements, vessels arrivals and departures, as well as intra-port activity. Information with regard to vessel particulars, safe and secure operation and emergency preparedness and planning. Information on vessel pollution, response to vessel pollution and related subjects.

**Document Types:** Statistical reports, policies and procedures, emergency plan, memoranda of understanding, port security plan, and general correspondence.

**Record Number:** STJPA HRO 050

### Hot Work Authorization Form – Personal Information Bank

**Description:** This bank describes information that is related to individuals who apply to perform Hot Work activity on SJPA-managed property in the Port of St. John's. The personal information may include: name of the company, location of ship, time and date of the job, name of the authorized representative or welder.

**Class of Individuals:** Applicants for a welding/burning permit.

**Purpose:** This personal information is used to administer the Harbour and Port Security.

**Consistent uses:** This information may be used or disclosed for the following purposes: enforcement, safety, evaluation.

**Retention and Disposal Standards:** Records are retained for 7 years once processed and then destroyed.

**RDA Number:**

**Related Record Number:** STJPA HRO 050

**TBS Registration:** 20220026

**Bank Number:** STJPA PPU 005

### Crane Authorization Form – Personal Information Bank

**Description:** This bank describes information that is related to individuals who apply to perform crane operations on SJPA-managed property in the Port of St. John's. The personal information may include: name of the company, location of crane, time and date of the job, name of the authorized representative or crane permit.

**Class of Individuals:** Applicants for a crane permit.

**Purpose:** This personal information is used to administer the Harbour and Port Security.

**Consistent uses:** This information may be used or disclosed for the following purposes: enforcement, safety, evaluation.

**Retention and Disposal Standards:** Records are retained for 7 years once processed and then destroyed.

**RDA Number:**

**Related Record Number:** STJPA HRO 050

**TBS Registration:**

**Bank Number:** STJPA PPU 006

### **Restricted Area Passes – Personal Information Bank**

**Description:** This bank describes information that is related to individuals who apply for a restricted area pass to access SJPA-managed property in the Port of St. John's. The personal information may include: name, date of birth, work address, and telephone number.

**Class of Individuals:** Applicants for a restricted area pass.

**Purpose:** This personal information is used to administer the Harbour and Port Security.

**Consistent uses:** This information may be used or disclosed for the following purposes: enforcement, safety, evaluation.

**Retention and Disposal Standards:** Records are retained for 5 years once processed and then deleted from the file.

**RDA Number:**

**Related Record Number:** STJPA HRO 050

**TBS Registration:** 20220027

**Bank Number:** STJPA PPU 007

### **Diving Notification Form – Personal Information Bank**

**Description:** This bank describes information that is related to individuals who apply to perform diving operations in the Port of St. John's. The personal information may include the name of the company, location of ship, time and date of the job, name of the authorized representative or diver.

**Class of Individuals:** General public.

**Purpose:** This personal information is used to administer the Harbour and Port Security.

**Consistent uses:** This information may be used or disclosed for enforcement, safety, or evaluation.

**Retention and Disposal Standards:** Records are retained for 7 years, then destroyed.

**RDA Number:**

**Related Record Number:** STJPA HRO 050

**TBS Registration:** 20220028

**Bank Number:** STJPA PPU 008

### **Fuel Truck Notification Form – Personal Information Bank**

**Description:** This bank describes information that is related to individuals who apply to deliver fuel on SJPA-managed property in the Port of St. John's. The personal information may include: name of the company, location of delivery, time and date of the job, name of the authorized representative or operator.

**Class of Individuals:** General public.

**Purpose:** This personal information is used to administer the Harbour and Port Security.

**Consistent uses:** This information may be used or disclosed for enforcement, safety, or evaluation.

**Retention and Disposal Standards:** Records are retained for 7 years, then destroyed.

**RDA Number:**

**Related Record Number:** STJPA HRO 050

**TBS Registration:**

**Bank Number:** STJPA PPU 009

### **Tank Cleaning / Vac Truck Entry Notification Form – Personal Information Bank**

**Description:** This bank describes information that is related to individuals who apply to clean marine vessel tanks on SJPA-managed property in the Port of St. John's. The personal information may include: name of the company, location of delivery, time and date of the job, name of the authorized representative or operator.

**Class of Individuals:** General public.

**Purpose:** This personal information is used to administer the Harbour and Port Security.

**Consistent uses:** This information may be used or disclosed for enforcement, safety, or evaluation.

**Retention and Disposal Standards:** Records are retained for 7 years, then destroyed.

**RDA Number:**

**Related Record Number:** STJPA HRO 050

**TBS Registration:**

**Bank Number:** STJPA PPU 010

### **Incident Reporting Form – Personal Information Bank**

**Description:** This bank describes information related to physical, administrative and technical security, which may include: security complaints and breaches, trespassing/break and enter/theft, vandalism/property damage, suspicious person(s)/belongings, assault/physical injury, health & wellness, public intoxication and other areas of concern on SJPA-managed property. Personal information may include: names, contact information, physical attributes and opinions and views of, or about, individuals and photos.

**Class of Individuals:** Employees of government institutions, individuals involved in security breaches and the general public.

**Purpose:** This personal information is used to administer the Harbour and Port Security.

**Consistent uses:** This information may be used or disclosed for enforcement, safety, or evaluation.

**Retention and Disposal Standards:** Records are retained for 7 years, then destroyed.

**RDA Number:**

**Related Record Number:** STJPA HRO 050

**TBS Registration:**

**Bank Number:** STJPA PPU 011

## **COMMUNITY RELATIONS**

SJPA's community relations include both internal and external communications, working with the Port's clients (terminal operators, agents, brokers, shippers, etc.) and stakeholders (federal/provincial/regional/international parties). Community relations manages information relating to the SJPA's growth through future planning, and overall development of the SJPA – managed properties and the Port of St. John's.

## **Community Involvement and Investment**

**Description:** Records relate to the SJPA's involvement and commitment to the region and community. The SJPA supports a number of community-based activities, arts and culture, and the environment.

**Document types:** Includes correspondence with individuals and regional/community organizations, memoranda of understanding, information on practices and operations, research, donations, scholarship awards, receipts, reports, budgets, plans, statistics, policies, procedures, agendas.

**Record Number:** STJPA CII 005

### **Community Investment - Personal Information Bank**

**Description:** This bank describes information that is related to applications for awards or for holding events in the harbour and on SJPA property such as yacht races and other recreational/commercial/community events. Personal information may include: name, contact information, educational background, organization responsible for the event, certificate of insurance.

**Class of Individuals:** General Public.

**Purpose:** Personal information is used to provide scholarship awards or to provide navigational or safety assistance for the activity, billing purposes, processing potential insurance claims.

**Consistent Uses:** The information may be used or disclosed for reporting to senior management.

**Retention and Disposal Standards:** Records are retained for 5 years and then destroyed.

**RDA Number:**

**Related Record Number:** STJPA CII 005

**TBS Registration:** 20220029

**Bank Number:** STJPA PPU 012

## **Internal Services**

Internal services constitute groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are management and oversight services, communications services, legal services, human resources management services, financial management services, information management services, information technology services, real property services, material services, acquisition services, and travel and other administrative services. Internal services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

### **Acquisition Services**

Acquisition services involve activities undertaken to acquire a good or service to fulfill a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- Procurement and Contracting Class of Record
  - Professional Services Contracts Personal Information Bank

### **Communications Services**

Communications services involve activities undertaken to ensure that communications are effectively managed, well-coordinated and responsive to the diverse information needs. The communications management function ensures that the public—internal or external—receives information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- Communications Class of Record
  - Internal Communications Personal Information Bank
  - Public Communications Personal Information Bank

### **Financial Management Services**

Financial management services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- Financial Management Class of Record
  - Accounts Payable Personal Information Bank
  - Accounts Receivable Personal Information Bank

### **Human Resources Management Services**

Human resources management services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies and plans.

- Awards (Pride and Recognition) Class of Record
  - Recognition Program Personal Information Bank
- Classification of Positions Class of Record
  - Staffing Personal Information Bank
- Compensation and Benefits Class of Record
  - Attendance and Leave Personal Information Bank
  - Pay and Benefits Personal Information Bank
- Employment Equity and Diversity Class of Record
  - Employment Equity and Diversity Personal Information Bank
- Hospitality Class of Record
  - Hospitality Personal Information Bank
- Human Resources Planning Class of Record
  - Human Resources Planning Personal Information Bank
- Labour Relations Class of Record
  - Grievances Personal Information Bank
  - Harassment and Violence Personal Information Bank
- Occupational Health and Safety Class of Record
  - Employee Assistance Personal Information Bank
  - Occupational Health and Safety Personal Information Bank
  - Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank
- Official Languages Class of Record
  - Official Languages Personal Information Bank
- Performance Management Reviews Class of Record
  - Discipline Personal Information Bank
  - Employee Performance Management Program Personal Information Bank
- Recruitment and Staffing Class of Record
  - Applications for Employment Personal Information Bank
  - Employee Personnel Record Personal Information Bank
  - Personnel Security Screening Personal Information Bank
  - Staffing Information Bank
- Relocation Class of Record
  - Relocation Personal Information Bank
- Training and Development Class of Record
  - Training and Development Personal Information Bank

### **Information Management Services**

Information management services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- Access to Information and Privacy Class of Record
  - Access to Information Act and Privacy Act Requests Personal Information Bank

## **Information Technology Services**

Information technology services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- Information Technology Class of Record
  - Electronic Network Monitoring Logs Personal Information Bank

## **Management and Oversight Services**

Management and oversight services involve activities undertaken for determining strategic direction and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies or plans.

- Internal Audit and Evaluation Class of Record
  - Internal Audit Personal Information Bank

## **Material Services**

Material services involve activities undertaken to ensure that material can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- Material Management Class of Record
  - Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank

## **Real Property Services**

Real property services involve activities undertaken to ensure that real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- Real Property Management Class of Record
  - Real Property Management Personal Information Bank

## **Travel and Other Administrative Services**

Travel and other administrative services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- Administrative Services Class of Record
  - Parking Personal Information Bank
- Boards, Committees and Councils Class of Record
  - Members of Boards, Committees and Councils Personal Information Bank
  - Governor in Council Appointments Personal Information Bank
- Business Continuity Planning Class of Record
  - Business Continuity Planning Personal Information Bank
- Proactive Disclosure Class of Record
  - Hospitality Personal Information Bank

[Return to Table of Contents](#)

- Security Class of Record
  - Physical Access Controls Personal Information Bank
  - Personnel Security Screening Personal Information Bank
- Travel Class of Record
  - Travel Personal Information Bank

## **MANUALS**

- St. John's Port Authority Port Emergency Plan
- Port Information Guide

## **Classes of Personal Information**

In the course of conducting the programs and activities of the St. John's Port Authority, categories of personal information may be accumulated which are not contained in the specific information banks described above. Such personal information includes: request for information, expressions of public support, offers of services and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date the information was received by the St. John's Port Authority and the name of the person to whom it was addressed. The retention periods for these types of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

## **Additional Information**

The Government of Canada encourages the release of information through requests outside of the ATIP process. You may wish to consult the St. John's Port Authority's completed Access to Information (ATI) summaries for more information.

To make an informal request for additional information about the programs and activities of the St. John's Port Authority, please contact:

St. John's Port Authority  
1 Water Street  
P. O. Box 6178  
St. John's, NL A1C 5X8

Telephone: 709-738-4782  
Facsimile: 709-738-4784  
Toll Free: 1-888-277-0319  
[info@sjpa-apsj.com](mailto:info@sjpa-apsj.com)

[www.sjpa-apsj.com](http://www.sjpa-apsj.com)

Please [click here](#) for information on formal access procedures under the provisions of the Access to Information Act and the Privacy Act. How to make a formal ATIP request:

Mail your letter or Access to Information Request Form (*Access to Information Act*) or Personal Information Request Form (*Privacy Act*), along with any necessary documents (such as consent or the \$5.00 application fee for a request under the *Access to Information Act*) to the following address:

St. John's Port Authority  
Access to Information and Privacy Coordinator  
1 Water Street, P. O. Box 6178  
St. John's, NL A1C 5X8

Please note: Each request made to the St. John's Port Authority under the *Access to Information Act* must be accompanied by an application fee of \$5.00, cheque or money order made payable to the St. John's Port Authority.

## **Reading Room**

In accordance with the *Access to Information Act* and *Privacy Act*, an area on the premises will be made available should you wish to review materials on site. The address is:

St. John's Port Authority  
1 Water Street, 2nd Floor  
St. John's, Newfoundland and Labrador