

A photograph of a woman with curly brown hair and a young boy with dark hair, both smiling and looking out of a train window. The woman is on the left, and the boy is in the center, leaning on the window ledge. The background outside the window is a blurred landscape. The text is overlaid on the right side of the image.

Report on the  
Administration of the  
*Privacy Act*

# 2023-24 Annual Report

**hfr-tgf**

## 1. INTRODUCTION

The *Privacy Act* protects the privacy of individuals with respect to personal information about themselves held by government institutions, including any parent Crown corporation and any wholly-owned subsidiary of such a corporation within the meaning of section 83(1) of the *Financial Administration Act*. The *Privacy Act* provides individuals with a right of access to their personal information and controls how government institutions collect, use, store, disclose and dispose of that information.

This 2023-24 Annual Report prepared by VIA HFR – VIA TGF Inc. (the “**Institution**”) and covering the period from April 1, 2023 to March 31, 2024 (the “**Reporting Period**”) is tabled in Parliament in accordance with section 72 of the *Privacy Act*. This is the inaugural report of the Institution under the *Privacy Act*.

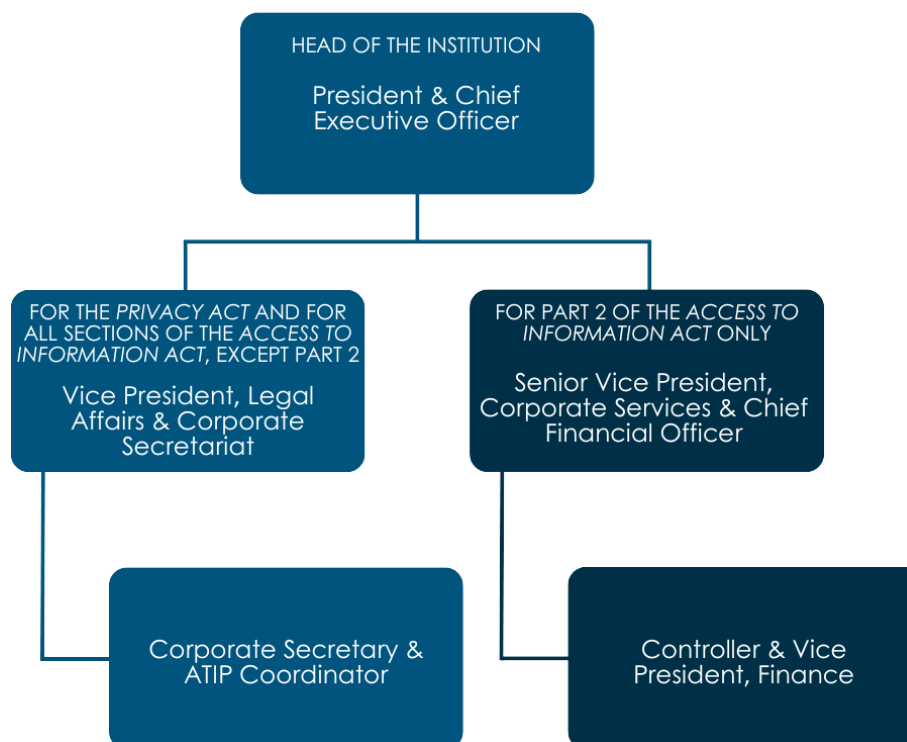
The Institution is a federal Crown corporation with the mandate to develop and implement the High Frequency Rail project, including the design, construction, financing, operation, and maintenance of new passenger rail services between the urban centres of Québec City, Trois-Rivières, Laval, Montréal, Ottawa, Peterborough, and Toronto through one or more agreements with the private sector, in cooperation with the Minister of Transport.

The Institution confirms that it did not have any non-operational subsidiaries during the Reporting Period.

## 2. ORGANIZATIONAL STRUCTURE

The Institution is a wholly-owned subsidiary of VIA Rail Canada Inc., but operates at arm's length and acts as a parent Crown corporation under the *Financial Administration Act*, with some exceptions, in accordance with Order in Council P.C. 2022-0260. The Institution was incorporated on November 29, 2022 under the *Canada Business Corporations Act*, but only became operational during the Reporting Period. The Institution reports to Parliament directly through the Minister of Transport.

The organizational structure of the Institution's Access to Information and Privacy Office (the “**ATIP Office**”) as of March 31, 2024 is as follows. Privacy related responsibilities are highlighted.



The Institution was not party to any service agreement under section 73.1 of the *Privacy Act* during the Reporting Period.

### 3. DELEGATION ORDER

At the end of the Reporting Period, the head of the Institution had not formally delegated any of his powers and responsibilities as they relate to the administration of the *Privacy Act*.

A delegation of all powers and responsibilities under the *Privacy Act* to the Vice President, Legal Affairs & Corporate Secretariat and the Corporate Secretary was formalized and documented after the end of the Reporting Period.

### 4. PERFORMANCE

During the Reporting Period, the Institution received zero (0) request and zero (0) complaint as they relate to its obligations under the *Privacy Act*.

### 5. TRAINING AND AWARENESS

During the Reporting Period, the Institution did not conduct formal training or awareness activities related to privacy.

The Institution is planning to develop a training program on privacy and personal information management for a group of employees who have access to personal information in the course of their duties.

## **6. POLICIES, GUIDELINES AND PROCEDURES**

During the Reporting Period, the Institution did not implement or review any policies, guidelines, or procedures related to privacy.

The Institution is currently developing a Privacy Policy, which will be submitted to its Board of Directors for review and approval.

## **7. INITIATIVES AND PROJECTS TO IMPROVE PRIVACY**

Refer to other sections of this Annual Report to review initiatives taken by the Institution after the end of the Reporting Period.

The Institution is planning to develop additional tools to promote best practices in privacy and personal information management.

## **8. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS**

No complaints were received during the Reporting Period.

## **9. MATERIAL PRIVACY BREACHES**

No material privacy breaches were reported to the Office of the Privacy Commissioner and to the Treasury Board of Canada Secretariat (Privacy and Responsible Data Division) during the Reporting Period.

## **10. PRIVACY IMPACT ASSESSMENTS**

No Privacy Impact Assessments were completed by the Institution during the Reporting Period.

## **11. PUBLIC INTEREST DISCLOSURES**

No disclosures under paragraph 8(2)(m) of the *Privacy Act* were made during the Reporting Period.

## **12. MONITORING COMPLIANCE**

No monitoring exercise was conducted during the Reporting Period given the absence of requests or complaints.

The Institution is developing an internal review process to ensure that disclosures pursuant to the *Privacy Act* are accurate, complete and compliant.