

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT

Privacy Breaches

The Access to Information and Protection of Privacy Act requires all public body employees to report any suspected unauthorized collection, use and disclosure to their Designated Privacy Officer (DPO) for assessment. If a privacy breach is confirmed, it means the public body has had a theft, loss of, or authorized use, disclosure or disposal of personal information. The DPO is required to undertake an investigation to determine the cause of the breach and make recommendations for containment and mitigation measures to reduce or eliminate a future breach from occurring. Public bodies must maintain a written record of each privacy breach that has occurred or is occurring.

Notification of Significant Breach

If a Designated Privacy Officer (DPO) determines a “significant” privacy breach to personal information has occurred, the public body is required by the Act to provide a notification to the affected individual. This notification will provide details of the breach and the steps the public body has or will take to reduce the risk of harm to affected individuals. The DPO is required to complete a Privacy Breach Report and submit it to the ATIPP Office and Office of the Information and Privacy Commissioner (OIPC).

Tips and Resources

Right to Complain

If an individual is unsatisfied with this notification, they have the right to complain to the Yukon’s Information and Privacy Commissioner. For information on the complaint process, contact:

The Office of the Information and Privacy Commissioner

3162 Third Avenue, Main Floor
Whitehorse, Yukon Y1A 1G3
Phone: (867) 667-8468
Toll free (in Yukon) 1-800-661-0408 (ext. 8468)
Email: info@yukonombudsman.ca

Contact us:

Call us at: (867) 393-7048, toll free (in Yukon) 1-800-661-0408 (ext. 7048)

E-mail us at: atipp.office@yukon.ca

Reach us by mail at:

ATIPP Office

Box 2703 (W-10 ATIPP)
Whitehorse, YT, Y1A 2C6

Visit us by appointment in the Main Administration Building,
2071-2 Avenue, Whitehorse, YT
Room 150 (located in the basement).

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