ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT

Waiver of Fees

After submitting an access request, an applicant may receive a cost estimate to process that request from the public body. The Estimate of Cost (EoC) provides information about the records responsive to the request and the maximum amount the applicant will be charged for processing the request.

The applicant may choose to agree to pay the Estimate of Cost (EoC), work with the Access and Privacy Offer (APO) to reduce or eliminate fees by narrowing the request, or apply to the APO for a waiver of fees.

A waiver of fees may exempt an applicant from paying the entire cost, or a portion of the cost. The Access and Privacy Officer (APO) can grant a waiver when the request is for the applicant's personal information, or if the applicant is experiencing financial hardship. A waiver form is available through the ATIPP Office. Depending on the request, additional information may be requested from the applicant.

If an applicant is refused a waiver, they have the right to complain to the Information and Privacy Commissioner.

Tips and Resources

Filling out the waiver of fees form

Applicants must make sure that their information is accurate and up-to-date. If the waiver is because of financial hardship, information on household income will need to be reviewed by the Access and Privacy Officer. If you need assistance with this form, contact the ATIPP office for guidance.

The Office of the Information and Privacy Commissioner

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