**Collection Notice Checklist**

All forms that collect personal information are required under section 17 of the *Access to Information and Protection of Privacy Act* to have a collection notice. Personal information is any information about a person that is identifiable: name, address, phone number, etc.

Example of a collection notice:

Personal information is collected under *Name of Act, Section #*, for the purposes of describe purpose. For further information, contact the Director, Branch at (867) XXX-XXXX, toll free, within Yukon 1-800-661-0408, ext.5111.

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| State the purpose for the collection below. Review the wording in the governing legislation for the program, activity or service to ensure the collection is authorized.  |
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| State the legal authority for the collection. Legal authority comes from a Yukon or Federal Act that expressly authorizes the collection for the collection. If the Act does not provide specific wording to authorize collection, quote both the governing legislation and the relevant section of the *ATIPP Act*.  |
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| Provide the title, business address, business phone number of an officer or employee of a public body who can answer the individual’s questions about the collection. It is recommended to state the title of the employee, rather than an employee name. |
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| Title of Employee: |  |
| Business Phone Number: |  |

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| Name of Form: |  |
| Employee Name: |  |