# HOW TO USE THIS MANUAL

This manual was written by the ATIPP Office under the direction of the Access and Privacy Officer (APO) and serves as an INTERPRETATION GUIDE to Yukon’s *Access to Information and Protection of Privacy Act*, commonly referred to as the ATIPP Act.

This manual is intended to assist public bodies to understand the principles of the legislation.

This manual is will be updated with relevant information from recommendations and decisions made by the Yukon’s Information and Privacy Commissioner, the courts, or when the Access and Privacy Officer issues or updates ATIPP protocols.

This manual is simply a guidance document and is not intended to provide authority for decisions.

Each chapter of this manual correlates with a PART of the Act and features a table of contents. Some chapters have an overview to provide additional guidance to help readers understand sections of the Act.

To create this manual, the ATIPP Office relied on information from the Government of Alberta FOIP (*Freedom of Information and Protection of Privacy) Act* Guidelines and Practices 2009 Manual and the Government of British Columbia’s webpages on the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The ATIPP Office would like to acknowledge the Open Information principles published by these other jurisdictions that assisted the writers to complete this manual.

**SECTION HEADING**

Each section has an introduction to provide context.

The preambles may include definitions. If definitions are from the *ATIPP Act*, they are in **bold** capital letters, with quotation marks:

**“DEFINITION”**

Other definitions, taken from common dictionary definitions, are in capital letters:

DEFINITION

**SECTIONS** of the Act are indented in the manual to provide a visual cue between the Act and the information provided to assist the reader with the interpretation.

Sections may refer you to other related sections, which are identified in **bold**, with parentheses (see **section X**).

Some sections may have a process map or decision matrix to assist to assist the reader to interpret the section.