Department of Highways and Public Works  
Access to Information and Protection of Privacy Office (ATIPP W-10)   
PO Box 2703, Whitehorse, Yukon Y1A 2C6

[Date]

[Applicant Address/email]

**RE: *Access to Information and Protection of Privacy Act* Request ATIPP# A-XXXX**

**Request for [Public Body Name] records**

In accordance with section 48(1) of the *ATIPP Act*, the Access and Privacy Officer has refused to process this request. Refusal is supported by the following sections of the *ATIPP Act*:

**[Choose one of the following options:]**

**48(1)(b)(i)** The Access and Privacy Officer has determined that this request is for access to substantially the same information that the head of the [Public Body Name] provided to the applicant in response to an access request previously submitted by the applicant

**48(1)(b)(ii)** The Access and Privacy Officer has determined that this access request is for access to substantially the same information that the applicant requested from the head of [Public Body Name] in an access request submitted by the applicant within the 60-day period preceding the day on which the access request was submitted

**48(1)(b)(iii)** The Access and Privacy Officer has determined that this access request based on the amount of information that could reasonably be identified as relevant to the access request, the amount of research, compilation and examination of information that would be required to be undertaken by the [Public Body Name] would unreasonably interfere with the [Public Body Name]’s operations

[Provide a detailed response of reasons for refusal]

Under section 49 of the *ATIPP Act*, you have the right to file a complaint with the Commissioner to review this decision. You have 30 days of receiving this letter to submit your complaint by contacting:

Yukon Information and Privacy Commissioner

3162 Third Avenue

Whitehorse, YK Y1A 1G3

Phone: (867) 667-8468; toll free (in Yukon) 1-800-661-0408 (ext. 8468)

E-mail: [info@yukonombudsman.ca](mailto:info@yukonombudsman.ca)  Fax: (867) 667-8469

If you have any questions, please call the ATIPP office at (867) 393-7048, toll free (in Yukon) 1-800-661-0408 (ext. 7048), or by e-mail at [atipp.office@gov.yk.ca](mailto:atipp.office@gov.yk.ca).

Sincerely,

[Name]

Access and Privacy Officer

A complete copy of the *ATIPP Act* is available at <https://legislation.yukon.ca/acts/atipp_c.pdf>