**[Originating Ministerial Public body]  
[Address]**

[Date]

[Name of Individual]

**RE: Request for Personal Information Correction**

A request for correction of personal information under the *Access to Information and Protection of Privacy Act* was received by the [name public body] on [date] in accordance with section 35 of the *Act*.

***Option 1: (use if correction accepted)***

Your request for a correction of [error or omission] has been agreed to by [Public Body name] and your record has been corrected as you requested.

A copy of your new record incorporating the correction accompanies this notice [or you can inspect the corrected record at – name and address of office].

***Option 2: (use if correction refused)***

Your request for a correction of [error or omission] has been refused by [Public Body name], but [your record has been annotated recording the correction that you requested and the fact that it was not made **OR** the requested correction was not made and has been linked to your record]. A copy of the completed form used to make the annotation is included with this notice. If you wish additional information to be included in the annotation, please provide it to use in writing.

***(Use following if applicable)***

The following public bodies [name all public bodies], to which the information has been disclosed over the last year have been information of the facts of [correction or annotation] and requested to amend their files to reflect this information.

***(Use if correction refused:)***

Under section 36 of the *ATIPP Act*, you have the right file a complaint with the Information and Privacy 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, Main Floor, Whitehorse, YT Y1A 1G3

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

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

If you have any questions, please contact [name and title] at [phone, email & mailing address].

Sincerely,

[Name]

[Title]