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]

**RE: *Access to Information and Protection of Privacy Act* Request ATIPP# 20-XXXX Request for [Public Body Name]**

The [Public Body Name] requires an extension to provide the response to your request. The time limit has been extended under the following section of the *Access to Information and Protection of Privacy Act*:

**Option 1**:

Section 62(2)(a)(i) based on the amount of information 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 responsive public body to enable the head to respond to the access request by the response date would unreasonably interfere with the responsive public body’s operations.

**Option 2:**

Section 62(2)(a)(ii) because of multiple concurrent access requests submitted by the applicant to the responsive public body, requiring the head to respond to the access request by the response date would unreasonably interfere with the responsive public body’s operations.

**Option 3:**

Section 62(2)(a)(iii) because of multiple concurrent access requests submitted by the applicant and at least one other applicant on behalf of, or in association with, the same entity or each other to which the head of the responsive public body is required to respond, requiring the head to respond to the access request by the response date would unreasonably interfere with the responsive public body’s operations.

**Option 4**:

Section 62(2)(a)(iv) the responsive public body reasonably requires more information from the applicant to process the access request/

**Option 5:**

Section 62(2)(a)(v)(A) the responsive public body reasonably requires more time to consult with another public body whose information has been identified as relevant to the access request and is held by the responsive public body.

**Option 6:**

Section 62(2)(a)(v)(B) the responsive public body reasonably requires more time to consult with a person, government or other entity (other than a public body) that the head reasonably believes is likely to be adversely affected by granting access to information identified as relevant to the access request.

**Option 7:**

Section 62(2)(vi) the head reasonably requires more time to seek the views of a third party whose information has been identified as relevant to the access request.

**Option 8:**

On [date] you provided written consent to the time extension under section 62(3)(a) of the *ATIPP Act*.

You will receive a response by **[Date]**.

You may ask for a review of this time extension under section 90 of the *ATIPP Act*. To ask for a review, submit a written request within 30 business days of receiving this letter to:

Yukon Information and Privacy Commissioner

3162 Third Avenue, Main Floor

Whitehorse, YK Y1A 1G3

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

E-mail: 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.

Sincerely,

[Name]

Access and Privacy Officer

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