

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT MANUAL

HOW TO USE THIS MANUAL

This manual, written by the ATIPP Office under direction of the Access and Privacy Officer (APO) 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 principals of the legislation.

This manual is a living document and will be updated with relevant information from recommendations and decisions made by the Yukon's Information and Privacy Officer, the Court, or when the Access and Privacy Officer issues or updates related protocols.

This manual is to be used as a *guide* and is not intended to replace or provide authority for decisions.

Each chapter of the 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.

In creating 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 government webpages on the Freedom of Information and Protection of Privacy Act (FOIPPA). The ATIPP Office would like to acknowledge the Open Information principals of these other jurisdictions that allowed for assistance with the completion of this manual.

THE LAYOUT

SECTION HEADING

Each section has an introduction to provide context about the section.

As part of these preambles, the section may have definitions. If the definitions are from the ATIPP Act, they are in **bold**, 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 you in interpreting the section of the Act.