



Public bodies are responsible for responding to any access request received under the *Access to Information and Protection of Privacy Act (ATIPP Act)*.

Public body heads are directed by the ATIPP Act to make reasonable efforts to ensure that their public body responds in an open, accurate and complete manner.

CONTACT THE ATIPP OFFICE

Call us: (867) 393-7048 or toll free in Yukon, 1-800-661-0408 (ext. 7048)

Email us: ATIPP.Office@Yukon.ca

Reach us by Mail at:
ATIPP OFFICE
Box 2703 (W-10 ATIPP)
Whitehorse, YT
Y1A 2C6

Visit us by appointment in the Government of Yukon's Main Administration Building, 2071-2nd Avenue, Whitehorse YT Room 150 (in the basement)

Visit us online at:
[OPEN GOVERNMENT](#)

Access to Information and Protection of Privacy Act

Access to Information

Access to Information

The Access to Information and Protection of Privacy Act (ATIPPA Act), Part 3 Access to Information, ensures government transparency and facilitates meaningful participation in the democratic process by providing a right to access information held by public bodies.

The ATIPPA Act does this by:

- Ensuring individuals have access to their personal information and providing a right to request a correction of it.
- Ensuring the public has access, with limited exceptions, to information held by public bodies when requested.
- Publishing the public body responses to access requests for program information in an Access to Information Registry.
- Require Ministerial public bodies (Government of Yukon) to proactively publish certain types and classes of information through the Open Access Register.

Access and Public Body Employees

Employees of public bodies have duties under the ATIPPA Act to assist their Designated Access Officer (DAO) in responding to an access request.

Employees of public bodies include service providers (e.g. volunteers and contractors).

To meet their duty to assist, employees must:

- Provide information to the Designated Access Officer (DAO) to assist applicants to clarify requests and identify important records before the request is activated.
- Complete a timely search for records when requested by their Designated Access Officer (DAO) and respond within the deadline provided.
- Not alter or destroy any responsive records related to a request.
- Respond to their Designated Access Officer (DAO), even when no records have been found.

Access Tips

Most access requests are processed with no fees charged to the applicant.

Fees may be charged for large access requests.

Applicants can work with the ATIPPA Office and public body to narrow a request to reduce or eliminate fees.

Applicants may request a waiver of fees for their own personal information, or if the applicant suffers financial hardship.

If you want to learn more about the ATIPPA Act, and how to access information, visit [Open Government](https://www.yukon.ca/open-government) on Yukon.ca.