

## ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT

### Clarifying Access Requests

The Access to Information and Protection of Privacy Act provides up to 10 business days after an access request is submitted for the ATIPP Office to work with the applicant and the public body to clarify the request before it is activated.

Applicants may not be aware of the functions and operations of a public body and the types and volume of information they hold. This 10 day period allows the ATIPP Office to assist applicants to gain a greater understanding of the types of records and information that may be accessible to meet their request.

Clarification can narrow the amount of information the applicant needs to ask about to obtain the information they want. Clarifying a request may also reduce the likelihood of fees being charged or delays in the response due to time extensions.

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## Tips and Resources

### Clarification Questions

Which work areas and employees are most likely to hold the information you want?

What type of records does the public body have that contain this information? Which are most relevant to what you want?

Can the public body provide information to help make the topic of the request more specific?

Would the access request be better split into multiple requests?

Is the timeframe of the access request clear? Can it be narrowed?

#### Contact us:

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

E-mail us at: [atipp.office@yukon.ca](mailto: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 Main  
Administration Building,  
2071-2 Avenue, Whitehorse, YT  
Room 150 (located in the basement).

Visit us online:  
[Open Government](#)