

## ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT

### Collecting Personal Information

#### Direct collection

Public bodies are required under section 17 of the ATIPP Act to provide a **Notice of Direct Collection** to individuals prior to collecting any personal information. The notice must:

- specify the purpose for the collection,
- provide business contact information of an employee who can answer questions regarding the collection and,
- provide the legal authority (legislation) that authorizes the collection.

#### Indirect collection

Public bodies may indirectly collect personal information if the indirect collection is authorized under section 16 of the ATIPP Act. An example of indirect collection, is when a public body discloses information to another public body for the purpose of providing an individual with a payment, or for the purposes of law enforcement. Consent from an individual for indirect collection must be voluntary, in writing, and explain the type of personal information collected, how it will be used and who it will be shared with. An individual's consent for the indirect collection of only their contact information does not need to be in writing. The public body must retain a record of consent for one year.

### Tips and Resources

#### Personal Information

The ATIPP Act defines “personal information” as recorded information about an identifiable individual.

You may withdraw consent in writing for collection of your personal information, however this will affect your ability to receive a service or benefit from the government.

If you choose to withdraw your information, the public body is required to stop. For more information on withdrawing consent, please contact the ATIPP Office.

#### 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:

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