

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT

Using Personal Information for Decision-Making Purposes

The Access to Information and Protection of Privacy Act ensures that when a public body is making a decision that will directly affect the individual, that they must use accurate information and retain the information for a minimum period of one year.

Ministerial public bodies can only dispose of a record in accordance with the Archives Act.

Accuracy

Public bodies must make reasonable efforts to ensure information used to make a decision is accurate. This includes reviewing information provided, to ensure it is correct.

In the event that you believe a public body has incorrect personal information about you, for example – the wrong date of birth, you can submit a Personal Information Correction Request.

For more information, see the Personal Information Correction Request information note.

Tips and Resources

Records Schedules and Personal Information

The ATIPP Office and Records Management branch operate under the umbrella of Corporate Information Management.

How records are retained, or kept by the government is determined by the ATIPP Act, Archives Act and their regulations.

Records schedules are used to identify the types of records that are held by Ministerial public bodies, their retention schedule and disposition. Disposition may include transfer to Archives or destruction.

Contact us:

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Room 150 (located in the basement).

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