

## ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT

### Estimate of Cost

If the Access and Privacy Officer determines there are costs associated with processing an access request, the ATIPP Office will provide the applicant with an Estimate of Cost (EoC). The EoC summarizes the reasons for the fees, a breakdown of the fees and a cost estimate.

If an applicant agrees to pay the cost estimate, the ATIPP Office will notify the public body to proceed with the request. If an estimate exceeds \$500.00, the applicant will be required to pay a deposit of 50% of the estimate before the ATIPP Office will notify the public body to proceed.

Alternatively, the applicant may work with the Access and Privacy Officer (APO) to narrow the scope of the request, to reduce or eliminate fees. The applicant can also apply for a Waiver of fees, if they do not want to change the request or cannot afford the fees.

If the applicant has agreed to pay the estimate, the ATIPP Office will provide the actual costs for processing the request to the applicant when the Designated Access Officer submits the final response. The final response will be withheld until payment has been made.

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### Tips and Resources

#### Clarifying or narrowing a request

Applicants may choose to reduce costs by clarifying or narrowing their request. The Estimate of Cost can assist applicants to narrow their request to a smaller date range, or to specific positions, programs, or activities of the public body that are more likely to hold the records they are requesting.

#### Waivers

Applicants may choose to apply for a full or partial waiver of fees for approval by the Access and Privacy Officer (APO). The APO may request proof of financial hardship in order to make a decision on approval or refusal of the waiver.

#### Contact us:

[www.Yukon.ca/atipp](http://www.Yukon.ca/atipp)

Visit us by appointment in the Main Administration Building,  
2071-2 Avenue, Whitehorse, YT  
Room 150 (located in the basement).

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

E-mail us at: [atipp.office@gov.yk.ca](mailto:atipp.office@gov.yk.ca)

Reach us by mail at:

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