

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT

Abandonment

An access request (ATIPP request) can be considered 'abandoned' under a few different circumstances as outlined in the *Access to Information and Protection of Privacy Act*.

At any time after an access request has been submitted, an applicant can contact the ATIPP Office to declare that they want to abandon their access request. In this case, all work would stop on that request.

If an applicant is provided with an Estimate of Cost and does not respond within 20 business days, the request is considered abandoned. Applicants may respond to an estimate by submitting a request for a waiver to the Access and Privacy Officer, or by working with the ATIPP Office to narrow the request to reduce or eliminate fees.

If an application for a waiver of fees is denied and the applicant does not agree to pay the estimate of cost, or work with the ATIPP Office to narrow the request, the request may be considered abandoned.

Once a request is abandoned, the file is closed. Applicants must submit a new request if they are still seeking access to the information.

Tips and Resources

Right to Complain

If an applicant is unsatisfied with this notification, they have the right to complain to the Yukon's Information and Privacy Commissioner. An applicant has 30 days upon receiving the final response to take such action. For information on the complaint process, contact:

The Office of the Information and Privacy Commissioner

3162 Third Avenue, Main Floor
Whitehorse, Yukon Y1A 1G3
Phone: (867) 667-8468
Toll free (in Yukon) 1-800-661-0408 (ext. 8468)
Email: info@yukonombudsman.ca

Contact us:

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

Reach us by mail at:

ATIPP Office
Box 2703 (W-10 ATIPP)
Whitehorse, YT, Y1A 2C6