

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT

Extension Request

The Access to Information and Protection of Privacy Act provides the head of a public with the right to request a time extension to extend the response date of an access request under section 62 of the Act. Requests can be submitted to the Access and Privacy Officer (APO) for 15 business days, or 30 business days with the applicant's approval, or to the Information and Privacy Commissioner who can grant unlimited time extensions.

Reasons an extension may be granted:

- The request has generated a large amount of records and compiling it would exceed the 30 business day timeline
- The public body may have multiple, concurrent requests from the same applicant or multiple requests from several applicants
- The public body may need more information from the applicant
- The head of the public body may need more time to consult with a third party, government or other entity
- With written approval from the applicant

Tips and Resources

Submitting an extension request

It is important for the head of the public body to provide as many details as possible when requesting a time extension request. For additional guidance on time extensions, review Chapter 3 of the ATIPP Act Interpretation Manual and the DAO Toolkit.

The Office of the Information and Privacy Commissioner

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

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

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).

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