

## ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT

### Request to an applicant for a time extension

The Access to Information and Protection of Privacy Act allows a head of a public body to request an extension for additional business days from the Access and Privacy Officer (APO) or the Information and Privacy Commissioner (IPC). The APO has limited extension powers and may only extend a request for 15 days. The APO may extend a request for 30 days total with the applicant's permission under section 62(2)(b).

#### Applicant's Approval

If a head of a public body requests for the APO to contact the applicant and request an additional 15 days (up to the 30 day maximum), the applicant can make a decision on whether or not to grant this request. The public body will provide reasons for their request, to allow the applicant to make an informed decision.

If the applicant agrees to this extension, the APO will provide the applicant and public body with a notification and an updated final response due date.

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## 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](mailto:info@yukonombudsman.ca)

#### 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:

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