

Access and Privacy Officer

The Access and Privacy Officer is the Director of Corporate Information Management (CIM) in the Department of Highways and Public Works.

The Access and Privacy Officer, or APO, is a statutory officer appointed by the Minister of Highways and Public Works and is responsible for the consistent administration of the ATIPP Act. This includes ensuring public bodies are complying with their legislative requirements.

The APO has specific powers and duties under the Act which include: narrowing or clarifying requests, accepting or rejecting access requests, calculating costs associated with an access request, approving or refusing fee waivers and requests for time extensions.

To ensure consistent administration with the Act, the APO has established the ATIPP Act Protocols. The protocols are binding rules for public bodies to follow to meet compliance standards.

ACCESS TO INFORMATION REGISTRY

The Access to Information Registry is an online registry established by the Access and Privacy Officer.

The registry provides an electronic index of information and records including:

- Privacy Impact Assessment Summaries
- Access Information Summaries (ATIPP requests)
- Public body Final Response Packages (program requests)
- ATIPP Act Protocols
- Guidance, forms and templates

Delegated Responsibilities

The Access and Privacy Officer operates the ATIPP Office, which is the central office for the Act. ATIPP Office employees have delegated responsibilities from the APO.

ATIPP Office Coordinator

The ATIPP Office Coordinator is the initial point of contact for all access (ATIPP) requests and is responsible for the day-to-day administration of access requests and responses from public bodies.

Centralized ATIPP Shared Services

The ATIPP Office has a pool of Access and Privacy Analysts that provide the services of Designated Access Officers to select Ministerial Public Bodies.

Privacy

The Senior Access and Privacy Analyst and Privacy Compliance Specialist provide guidance and recommendations to public bodies. This includes providing reviews of privacy impact assessments, assisting with privacy breach assessments and responses and conducting compliance inspections.

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