

Designated Officers

The Access to Information and Protection of Privacy (ATIPP) Act establishes two public body officers.

These officers report directly to the head and assist with the head's responsibilities under the ATIPP Act.

Each officer has specific duties and functions under the law they are responsible for carrying out.

Designated Access Officer

The head of a public body is required to designate one or more employees as a Designated Access Officer, or DAO.

This officer has duties and responsibilities under the Access Part of the ATIPP Act (Part 3) and is responsible for gathering records, applying exceptions and making recommendations to the head on access requests.

Designated Privacy Officer

The head of a public body is required to designate one employee as the Designated Privacy Officer, or DPO.

This officer has duties and responsibilities under the Access Part of the ATIPP Act (Part 2) and is responsible for assessing and responding to suspected privacy breaches, including Privacy Complaints from the public.

Designated Access and Privacy Officer

The head of a smaller public body may designate one employee to act as both the Designated Access and Privacy Officer or DAPO.

This officer is responsible for duties and functions of both officer positions.

Working with the ATIPP Office

Designated Officers work closely with the ATIPP Office, to fulfill their obligations under the Act.

To assist with compliance, the ATIPP Office maintains guidance, templates, forms and toolkits for each officer. These documents are made public through the Access to Information Registry.

Access

For access requests, the ATIPP Office is the point of contact between the Applicant and the Designated Access Officer.

In some cases, the Applicant may choose to work directly with the DAO on their access request.

Final responses will be provided by DAO through the ATIPP Office. If the request was for program information, the final response will be made public in the Access to Information Registry.

Privacy

Designated Privacy Officers may request assistance from the ATIPP Office to fulfill their responsibilities when assessing and responding to a privacy breach.

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:

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