

# Third Party Information

## Third Parties

A 'Third party' means a person other than the applicant or the responsive public body. A third party may be a person, a group of persons, or an organization other than an applicant or a public body. Third parties also include individuals, sole proprietorships, partnerships, corporations, unincorporated associations and organizations, non-profit groups, trade unions, syndicates and trusts. An employee of a public body can also be a third party.

## Third Party Notification

The Access to Information and Protection of Privacy Act requires the Public Body to notify third parties if their personal or business information has been identified as relevant to the access request. The third party will be provided with a response date, by which they must submit written objections to the release. If they do not submit objections, the head will proceed with the release.

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## Right to Complain

If an applicant is unsatisfied with a notification, they have the right to complain to the Yukon's Information and Privacy Commissioner. 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)

## Notice of Request to Access

As a third party, you will receive a notice that your information has been included as part of a public body's response to an access request, and the head is considering releasing it. You may be provided with a description of the records or with copies of your redacted information to comment on any objections you have to the release. If you do not respond to the public body by the date provided in the notice, they will proceed and release the documents as provided to you.

## Objections to the release

If you provide the public body with written objections, the head of the public body must take your concerns into consideration and make a decision on whether or not to release your information.

## Decision to Release

Despite your objections, the head of a public body may choose to grant full or partial access to the third party information. A notice will be provided to you and the applicant, notifying them of the head's intention to release the records. As the third party, you have 5 business days before the responsive date to submit a complaint to the Information and Privacy Commissioner.

### 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](mailto: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).

Visit us online:

[Open Government](#)