Yukon Information and Privacy Commissioner

Complaint Form (ATIPPA)

for use under the
Access to Information and Protection of Privacy Act

Contact information

First name | Last name | Pronouns (--------)

We will not share your name outside our office unless you give consent.

Number | Street | City or town | Province/Territory (--) | Postal code

Phone number | Email address *Only used for non-sensitive information.*

May we leave a non-detailed voicemail with our office, name, and phone number? Yes ☐ No ☐

Complaint type

If you are unsure of which type of complaint applies to your situation, contact our office for assistance.

Select ONE of the following three options:

☐ Option 1: Access to information complaint

Public body: | Access request#:

Complaint type: (check the appropriate type(s) from the list below)

- ☐ **Refusal to Process Access Request s.49:** I dispute the Access and Privacy Officer's refusal to process my access request OR no response was received within 10 business days.
- ☐ **Time Extension s.62(5):** I dispute the Access and Privacy Officer's decision to extend the public body's time for responding to my access request.
- ☐ **Refused Access Request s.66:** I dispute the public body's decision to refuse access to all or part of the records requested OR that the public body performed an inadequate records search.
- ☐ **Cost Estimate s.54(4):** I dispute the estimated fee for my access request.
- ☐ **Waiver of Prescribed Cost s.56(3):** I dispute the decision to deny a fee waiver.
- ☐ **Third Party Complaint s.61:** I received a notice that my personal/business information will be released by a public body to an applicant who made an access request under the ATIPPA.
- ☐ **Abandonment of Access Request s.58(2):** I dispute that my access request has been declared abandoned.

☐ Option 2: Correction to your personal information (s.36)

Public body:

- ☐ **No Reply:** I did not receive a response to my correction request.
- ☐ **Correction Denied:** My request for correction or annotation of my personal information was denied.

☐ Option 3: Privacy complaint (s.37)

Public body:

☐ **Collection:** My personal information has been collected by the public body contrary to Yukon's privacy laws.

☐ **Use:** My personal information has been used by the public body contrary to Yukon's privacy laws.

☐ **Disclosure:** My personal information has been disclosed contrary to Yukon's privacy laws.

☐ **Breach:** A privacy breach occurred involving my personal information.

Provide the facts or details that support your complaint that your personal information has been collected, used, disclosed, breached, or other, in contravention of Yukon's access and privacy laws.
Details about your privacy complaint will be provided to the public body.

Please attach the relevant documents to support your request for review or complaint:

☐ A copy of your original request made to the public body (access, correction, fee waiver, etc.).

☐ A copy of the activation letter you received from the Access and Privacy Officer.

☐ A copy of the response letter you received from the Access and Privacy Officer to your request (time extension, waiver of prescribed cost, or access/correction request).

☐ A copy of the notice you received from the Access and Privacy Officer that your personal/business information would be released to an applicant under the ATIPPA.

☐ I have read and agree to follow the Public Code of Conduct.

☐ I have read and agree to follow the Code of Procedures.

Signature	**Date**
(typing your name confirms your acceptance)	

Privacy Policy
For details on our information practices, please consult our policy or contact our office.

How to submit this form

- Electronically : Email is not a secure method of communication so please use the following secure file link.
- In person/by mail: Print and sign the completed form and mail it to us or drop it off during office hours, Monday to Friday, 8:30am to 4:30pm.

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