



Yukon  
Information  
and Privacy  
Commissioner

## Complaint Form (ATIPPA)

For Use for Complaints under the Access  
to Information and Protection of Privacy  
Act

PART 1 – Your Contact Information	
First Name	Mailing Address
Last name	
Phone number	
Ok to leave a message? <input type="checkbox"/>	
Email Address	

Please complete the applicable section. Details on how to complete this form are found on page 3. If you are not sure which applies to your situation, call the Office of the Information and Privacy Commissioner for assistance. All sections referenced below relate to the [Access to Information and Protection of Privacy Act \(ATIPPA\)](#).

PART 2 – Access to Information Complaint	
Public Body Involved:	Access Request #:
<input type="checkbox"/> <b>Refusal to Process Access Request s. 49:</b> dispute the Access and Privacy Officer's decision to refuse to process my access request OR no response was received within 10 business days.	
<input type="checkbox"/> <b>Time Extension s.62(5):</b> I dispute the Access and Privacy Officer's decision to extend the public body's time for responding to my access request.	
<input type="checkbox"/> <b>Refused Access Request s.66:</b> 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.	
<input type="checkbox"/> <b>Cost Estimate s.54(4):</b> I dispute the fee estimated for my access request.	
<input type="checkbox"/> <b>Waiver of Prescribed Cost. s56(3):</b> I dispute the decision to deny a fee waiver.	
<input type="checkbox"/> <b>Third Party Complaint s.61:</b> 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.	
<input type="checkbox"/> <b>Abandonment of Access Request s.58(2):</b> I dispute that my access request has been declared abandoned.	

PART 3 – Correction to your Personal Information (s. 36)	
Public Body Involved:	
<input type="checkbox"/> <b>No reply:</b> I did not receive a response to my correction request.	
<input type="checkbox"/> <b>Correction Denied:</b> My request for correction or annotation of my personal information was denied.	

## PART 4 – Privacy Complaint (s. 37)

### Public Body Involved:

- 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 or 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 letter you received from the Access and Privacy Officer in response to your request (time extensions, response on the waiver of prescribed cost or response to access/correction request).*
- ✓ *A copy of the Access and Privacy Officer's notice to you that your personal/business information would be released to an applicant under the ATIPPA.*

## PART 5 – Your Signature

**Signature** (*Typing your name confirms your acceptance*)

**Date**

The personal information collected on this form will be used and disclosed by the office of the Information and Privacy Commissioner (IPC) for the purpose of conducting an investigation into your complaint and may be used for evaluating performance of the IPC. For information about this collection, please contact the intake officer with the Office of the Information and Privacy Commissioner at 3162 Third Avenue, Whitehorse Yukon Y1A 1G3, or 867-667-8468, toll free 1-800-661-0408 Ext 8468.

## Do not include this sheet with your Complaint Form

### Instructions to complete and submit the ATIPPA Complaint form:

#### PART 1 – Your Contact Information

- **First and Last name** (required): we will not share your name with anyone outside of our office unless you consent.
- **Mailing address**: please include your City and Postal Code.
- **Phone number(s)** include the preferred number for use to call you on. “Ok to leave message” We will not leave details about our interaction, but we will identify who we are, who we are leaving the message for, and ask for a returned call.
- **Email address**: email communication is not secure. We will only communicate by email when it does not contain sensitive information.

#### PART 2 – Access to Information Complaint (complete only if applicable)

- **Public Body Involved**: please list the Public Body subject to the Access Request.
- **Access Request #**: please include the Access Request Number associated with your request.
- **Complaint Type**: check the appropriate complaint type(s) from the list.

#### PART 3 – Correction to your personal information (complete only if applicable)

If you have requested a correction to your personal information and have a complaint related to your request, complete this section.

- **Public Body Involved**: please list the Public Body subject to the correction request.
- **Complaint Type**: check the appropriate complaint type(s) from the list.

#### PART 4 – Privacy Complaint (complete only if applicable)

Complete this section if you believe your personal information has been improperly collected, used, disclosed or breached.

- **Public Body Involved**: please list the Public Body that is the subject of your complaint.
- **Complaint Type**: check all that apply.
- **Relevant Details**: please include any relevant documents to support your application. If you require more room attach a separate sheet.

#### PART 5 – Signature and Date

Please sign and date this form and return to our office. Details on how to submit your completed form below.

### Return this Completed Form

**Electronically**: Submit securely via the Secure File Link sent to you when requesting this form. If you did not receive a link or downloaded this form directly from our website, please contact our office via phone or email. Please do not include any sensitive information by regular email as it is not a secure form of communication.

**Paper Copy**: Please print and sign the completed form and mail it to us or drop it off to our office during office hours.

Yukon Information and Privacy Commissioner

3162 Third Avenue, Main floor

Whitehorse, YT Y1A 1G3

Tel: 867-667-8468 - Toll Free 1-800-661-0408 Ext.8468

Email: [intake@yukonombudsman.ca](mailto:intake@yukonombudsman.ca)