



Access to Information
and
Protection of Privacy

Directory

2005

Access to Information and Protection of Privacy Act

The Legislative Assembly of the Northwest Territories (NWT) enacted the *Access to Information and Protection of Privacy Act* in 1996. The NWT legislation was duplicated for Nunavut by the *Nunavut Act* (Canada) on April 1, 1999. The Nunavut *Access to Information and Protection of Privacy Act* has received several amendments since the creation of the new territory.

The *Access to Information and Protection of Privacy Act* (ATIPP):

- ✓ provides individuals with a right of access to records held by public bodies and specifies limited exceptions
- ✓ prevents unauthorized collection, use or disclosure of personal information
- ✓ gives individuals the right to access the personal information public bodies have about them and to request corrections to that information.

In many cases, it is not necessary to apply under the ATIPP Act to obtain information. To request information that is routinely disclosed to the public call or visit the appropriate government office.

To view the *Access to Information and Protection of Privacy Act*, Regulations, and Amendments or for more information visit <http://www.gov.nu.ca/Nunavut/atip/>.

To have information sent by mail or fax, contact:
Manager of Access to Information and Privacy
Government of Nunavut
Department of Executive and Intergovernmental Affairs
P.O. Box 1000, Station 200
Iqaluit, NU; X0A0H0
Phone: 867 975-6044
Fax: 867 975-6091

How to Make a Request to Access Personal Information About Yourself

A request to access personal information, about yourself, must be made in writing. If an applicant has difficulty with reading or writing, the public body must make reasonable efforts to help him/her meet the written requirement.

A Request for Access to Information form is included in this publication. The form is also available electronically at <http://www.gov.nu.ca/Nunavut/atip/accesstoinformation.pdf>, by contacting the Manager of Access to Information and Privacy or the ATIPP contact in the public body you believe to be in possession of the record.

A request can also be made by writing a letter stating that you wish to make a request under the *Access to Information and Protection of Privacy Act*.

Whether using the ATIPP form or a personal letter format, please include the following:

- ✓ Your contact information including name, address and telephone (fax and email where appropriate)

- ✓ Specific and detailed information about what records you wish to access. If you require assistance in determining the scope of your request, contact the Manager of Access to Information and Privacy or the ATIPP contact in the public body you believe to be in possession of the record
- ✓ Sign and date the request form or letter

If you are unsure of the location of the records, contact the Manager of Access to Information and Privacy for assistance and to avoid delays.

If you know which public body you wish to access, your completed request can be sent directly to the ATIPP contact for that public body. If you believe more than one public body may be in possession of the records, a copy of the request should be sent to each public body.

There is no application fee associated with requesting access to your personal information, however, there may be fees applied to producing the records.

How to Make a Request for Access to Information

A request to access information held by the Government of Nunavut must be made in writing. If an applicant has difficulty with reading or writing, the public body must make reasonable efforts to help him/her meet the written requirement.

A Request for Access to Information form is included in this publication. The form is also available electronically at <http://www.gov.nu.ca/Nunavut/atip/accesstoinformation.pdf>, by contacting the Manager of Access to Information and Privacy or the ATIPP contact in the public body you believe to be in possession of the record.

A request can also be made by writing a letter stating that you wish to make a request under the *Access to Information and Protection of Privacy Act*.

Whether using the ATIPP form or a personal letter format, please include the following:

- ✓ Your contact information including name, address, phone (fax and email where appropriate)
- ✓ Specific and detailed information about what records you wish to access. If you require assistance in determining the scope of your request, contact the Manager of Access to Information and Privacy or the ATIPP contact in the public body you believe to be in possession of the record
- ✓ Sign and date the request form or letter
- ✓ Enclose a \$25.00 cheque or money order (per request) made payable to the Government of Nunavut, to cover the application fee

If you are unsure of the location of the records, contact the Manager of Access to Information and Privacy for assistance and to avoid delays.

If you know which public body you wish to access, your completed request can be sent directly to the ATIPP contact for that public body. If you believe more than one public body may be in possession of the records, a copy of the request should be sent to each public body.

The \$25.00 application fee is an application fee only; there may be additional fees for producing the records.

How to Request a Correction of Personal Information

If you believe that your personal information under the control of the Government of Nunavut is misleading or incorrect, you can make a request for correction under the *Access to Information and Protection of Privacy Act*.

A request for correction of personal information must be in writing. If an applicant has difficulty with reading or writing, the public body must make reasonable efforts to help him/her meet the written requirement.

A Request for Correction form is included in this publication. The form is also available electronically at <http://www.gov.nu.ca/Nunavut/atip/correctionofinformation.pdf> or by contacting the Manager of Access to Information and Privacy or the ATIPP contact in the public body you believe to be in possession of the record.

A request can also be made by letter. State that you wish to make a request to change personal information under the *Access to Information and Protection of Privacy Act*.

Whether using the ATIPP form or a personal letter format, please include the following:

- ✓ Your contact information including name, address, phone (fax and email where appropriate)
- ✓ Identification of the information you believe to be incorrect
- ✓ Specific and detailed information about what records you wish to correct. If you require assistance in determining the location of your records, contact the Manager of Access to Information and Privacy
- ✓ Sign and date the request form or letter

Should the public body that holds the records disagree with your request to change your personal information, a note will be made on the file that you made a request for change.

How to Request a Review

The Information and Privacy Commissioner provides an independent review of the decisions of public bodies under the *Access to Information and Protection of Privacy Act*.

You may request a review of a decision of the head of a public body regarding your request if:

- the public body denied access to some or all of the records requested
- the public body was unable to locate a record that you believe is under the custody or control of that public body
- you feel the public body has taken too long to respond to your request

- you disagree with the requested fees
- you have been denied a correction to personal information
- you are a third party and the public body intends to give access to information that affects your interests, without your agreement.

A Request for Review form is included in this publication. The form is also available electronically at <http://www.gov.nu.ca/Nunavut/atip/review.pdf> or by contacting the Manager of Access to Information and Privacy or the ATIPP contact in the public body you believe to be in possession of the record.

A request for review can also be made by writing a letter to:

Information and Privacy Commissioner
 5018-47th Street
 P.O. Box 262
 Yellowknife, NT; X1A2N2
 Phone: 1-888-521-7088 or 867 669-0976
 Email: atippcomm@theedge.ca

Requests for review require the following:

- Your contact information including name, address, phone (fax and email where appropriate)
- The name of the public body which made the decision to be reviewed
- The request number assigned to the original request by the public body
- The nature of the original request
- The decision that is to be reviewed
- A copy of the original request and the public body's decision letter (if possible)

The Manager of Access to Information and Privacy is located in the Department of Executive and Intergovernmental Affairs.

For assistance or to request further information, please contact:

Manager of Access to Information and Privacy
 Government of Nunavut
 Department of Executive and Intergovernmental Affairs
 P.O. Box 1000, Station 200
 Iqaluit, NU; X0A0H0
 Phone: 867 975-6044
 Fax: 867 975-6091

Public Bodies

In accordance with the Access to Information and Protection of Privacy Regulations amendment registered in the Regulations Register on June 1, 2004 the following is a list of public bodies responsive to the *Access to Information and Protection of Privacy Act* of Nunavut as outlined in Schedule A of the Act

Apprenticeship, Trade and Occupational Certification Board established under the *Apprenticeship, Trade and Occupations Certification Act*
Minister of Education

Labour Standards Board established under the *Labour Standards Act*
Minister of Justice

Legal Services Board of Nunavut established under the *Legal Services Act*
Minister of Justice

Liquor Commission established under the *Liquor Act*
Minister of Finance

Liquor Licensing Board established under the *Liquor Act*
Minister of Finance

Nunavut Arctic College established under the *Public Colleges Act*
Minister of Education

Nunavut Business Credit Corporation established under the *Nunavut Business Credit Corporation Act*
Minister of Economic Development and Transportation

Nunavut Development Corporation established under the *Nunavut Development Corporation Act*
Minister of Economic Development and Transportation

Nunavut Housing Corporation established under the *Nunavut Housing Corporation Act*
Minister of Community and Government Services, Minister responsible for the Nunavut

Nunavut Power Corporation established under the *Qulliq Energy Corporation Act*
Minister of Economic Development and Transportation, Responsible for the Energy Corporation

Qulliq Energy Corporation established under the *Qulliq Energy Corporation Act*
Minister of Economic Development and Transportation, Responsible for the Energy Corporation

Public Records Committee, established under the *Archives Act*
Minister of Culture, Language, Elders and Youth

Status of Women Council of Nunavut established under the *Status of Women Council Act*
Minister of Health

Victims Assistance Committee established under the *Victims of Crime Act*
Minister of Justice

Workers Compensation Board continued under the *Workers Compensation Act*
Minister of Environment, Responsible for the Workers' Compensation Board

ATIPP Contact List

For a current list visit of ATIPP staff in individual departments and public bodies visit <http://www.gov.nu.ca/Nunavut/atip/ep.html> or contact:

Manager of Access to Information and Privacy
Government of Nunavut
Department of Executive and Intergovernmental Affairs
P.O. Box 1000, Station 200
Iqaluit, NU; X0A0H0
Phone: 867 975-6044
Fax: 867 975-6091



REQUEST FOR ACCESS TO INFORMATION

Access to Information and Protection of Privacy Act

This is a request for

General information

My own personal information

Personal information for another person
(Attach proof of authority to act for the person)

Which public body are you asking for information? (Please fill in name of department, agency, board or commission)

APPLICANT

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	Last Name	First Name
Company Name (if applicable)		
Mailing Address		
City or Town	Province/Territory	Postal Code
Telephone (home)	Telephone (work)	Fax

WHAT INFORMATION ARE YOU REQUESTING?

I would like to receive a copy of the original record

I would like to examine the original record

Please describe the information to which you want access in as much detail as possible. If you want access to personal information, be sure to provide all names by which the individual may be identified. If you need more space, use an additional sheet.

Personal information contained on this form is collected under the *Access to Information and Protection of Privacy Act*, and will be used to respond to your request. A fee may be charged for providing the information requested.

Applicant's Signature: _____ Date: _____

FOR PUBLIC BODY USE ONLY

Date Received	Request Number and Comments
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REQUEST FOR CORRECTION OF PERSONAL INFORMATION

Access to Information and Protection of Privacy Act

This is a request for	
<input type="checkbox"/> My own personal information	<input type="checkbox"/> Personal information for another person (Attach proof of authority to act for the person)
Which public body are you asking for information? (Please fill in name of department, agency, board or commission)	

APPLICANT

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	Last Name	First Name
Company Name (if applicable)		
Mailing Address		
City or Town	Province/Territory	Postal Code
Telephone (home)	Telephone (work)	Fax

WHAT INFORMATION ARE YOU REQUESTING TO BE CORRECTED?

Please describe the information or records in as much detail as you can. Be sure to provide all names by which the individual may be identified. If you need more space, use an additional sheet.	
Please describe the correction you are requesting and the reason for it. Please attach any supporting documentation.	

Personal information contained on this form is collected under the <i>Access to Information and Protection of Privacy Act</i> , and will be used to respond to your request. A fee may be charged for providing the information requested.	
Applicant's Signature: _____	Date: _____

FOR PUBLIC BODY USE ONLY

Date Received	Request Number and Comments
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REQUEST FOR REVIEW

Access to information and Protection of Privacy Act

To:

Information and Privacy Commissioner

5018-47th Street

P.O Box 262

Yellowknife, NT; X1A 2N2

Fax (867) 920-2511

FROM

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	Last Name	First Name
Company Name (if applicable)		
Mailing Address		
City or Town	Province/Territory	Postal Code
Telephone (home)	Telephone (work)	Fax

REASON FOR REQUEST FOR REVIEW

<input type="checkbox"/> On _____	I applied for information from _____	_____	Name of Public Body
or _____	Date		
<input type="checkbox"/> On _____	I asked to have my information corrected by _____	_____	Name of Public Body
or _____	Date		
<input type="checkbox"/> On _____	I was told that information about me is going to be disclosed by _____	_____	Name of Public Body
or _____	Date		
<input type="checkbox"/> I am concerned about the following			

And I am requesting a review by the Commissioner because: *(Please attach any correspondence you have received from the Public Body you referred to)*

Applicant's Signature: _____	Date: _____
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FOR PUBLIC BODY USE ONLY

Date Received	Request Number and Comments
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