

## Want to know more?

### Web

Everything you need to know about ATIPP is listed on the GN website, [www.gov.nu.ca](http://www.gov.nu.ca). Hit the “Access and Privacy” link on the right-hand side.

### GN Office

You can find information on ATIPP from any GN office. In communities, your Government Liaison Officer (GLO) can also help.

### ATIPP Office

You can contact any ATIPP coordinator or the ATIPP Manager for more information or for assistance making a request.

Telephone: (867) 975-6044

E-mail: [atipp@gov.nu.ca](mailto:atipp@gov.nu.ca)

## Who else can help?

If you feel the GN has not responded in a satisfactory way, you can contact the Information and Privacy Commissioner of Nunavut. The Commissioner is an Officer of the Legislative Assembly and provides individuals with the option of getting more help.

For more information, visit the website at: [www.info-privacy.nu.ca](http://www.info-privacy.nu.ca)

### Contact the Commissioner by:

Toll-free telephone: 1-888-521-7088

Fax: 1-867-920-2511

# Access to Information and Protection of Privacy (ATIPP)

The image shows a close-up of a hand with red nail polish holding a black pen, writing on a form titled "REQUEST FOR ACCESS TO INFORMATION" from the Government of Nunavut. The form includes the Nunavut logo and the text "Access to Information and Protection of Privacy Act". It has several sections with checkboxes: "General information" (unchecked), "My own personal information" (checked), and "Personal information for another" (unchecked). There are fields for "Last Name", "First Name", "Province/Territory" (with "Nunavut" written in the box), "Telephone (work)", "Postal Code", and "Fax". A section titled "DO YOU REQUESTING?" has a checkbox "I would like to examine the original record" which is checked. The form also has a section for "the original records" and "to which you want access in as much detail as possible".

*Empower yourself  
through information*



## What is Access to Information and Protection of Privacy (ATIPP)?

ATIPP is the law.

You have the right to request access to information held by the Government of Nunavut (GN), whether it is a printed document or an electronic record.

At the same time, the GN must protect the privacy of your personal information that they have collected.

## Why do we have the ATIPP?

We live in a democratic society, which means you have the right to participate in government and ask questions. The ATIPP Act is a tool you can use to exercise that right.

ATIPP also protects personal information. The GN collects personal information at times in order to provide you with essential services. For example, at a doctor's visit, you may need to give personal health information to get the right care. Once the department has this information, they are obligated to make sure no unauthorized person can see or read that information.

## Who can use the ATIPP Act?

Anyone can request access to government information under the ATIPP Act. However, you can't request another person's information without their written permission. This also means no one else can request your information without your permission.

## How do I place a request to access information?

The process for requesting access to a government record is easy.

1. Identify the department, agency, board, commission, corporation or office (public body) that has the information.
2. A request needs to be put in writing.
3. Deliver, fax, mail or e-mail your request to the ATIPP coordinator in the public body that has the information you need.
4. Pay any fee that may apply.\*
5. A response will be mailed within 30 days.

### \*Fees

Under the ATIPP Act, the GN may charge fees for an ATIPP request.

A request for general information about the GN has a base fee of \$25.00.

If you feel that you can't pay any fee, you may request those fees be waived.

A request for personal information does not have a base fee, but charges may apply for photocopying.

**ATIPP:** Providing the public with information, protecting your personal information.