

ATIPPA, 2015 Form

Access Complaint

A person who made a request to a public body for access to a record may use this form to file an access complaint. Section 42(1) of the **Access to Information and Protection of Privacy Act, 2015** (ATIPPA, 2015) states:

A person who makes a request under this Act for access to a record ... may file a complaint with the commissioner respecting a decision, act or failure to act of the head of the public body that relates to the request.

A third party who received notice from a public body of its decision to release third party information may use this form to file an access complaint. Section 42(3) of ATIPPA, 2015 states:

A third party informed under section 19 of a decision of the head of a public body to grant access to a record or part of a record in response to a request may file a complaint with the commissioner respecting that decision.

You can complete and send this form to commissioner@oipc.nl.ca. You can also send your complaint by mail to the Office of the Information and Privacy Commissioner, PO Box 13004, Station A, St. John's, NL A1B 3V8, or by fax to 709-729-6500. Information in this form is being collected to process and investigate your complaint.

The Office of the Information and Privacy Commissioner (OIPC) will send a copy of this form to the public body. In order to conduct our investigation, it may be necessary for OIPC to access and review your personal information. Collection of your personal information by OIPC is authorized by section 61(c) of ATIPPA, 2015. If you have any questions or concerns, please contact [OIPC's Privacy Officer](#) at 709-729-6309 or toll free at 1-877-729-6309.

Date of Access Complaint: _____

I am making this complaint on behalf of: myself another person

If you are making this complaint on behalf of "another person," please provide supporting documents authorizing you to act on their behalf.

Section 1: Your Information	
Name	
Organization (if applicable)	
Mailing Address Please provide your <u>complete</u> mailing address.	
Phone Number	
Email	
Applicant Type	<p>I am an applicant who requested a record from a public body;</p> <p style="text-align: center;">or</p> <p>I am a third party who was notified that a public body intends to release my information.</p>

Section 2: Public Body Information	
Public Body Name	
Public Body File Number	
Date of Your Access Request	
Date of Third Party Notice (if applicable)	

Please attach a copy of any correspondence you received from the public body about your access to information request or third party notice.

- I have attached correspondence I received from the public body.
- I am not attaching correspondence.

Section 3: Reason for Complaint (check all that apply)
<p><input type="checkbox"/> I have a complaint about the public body's decision to withhold information.</p> <p><input type="checkbox"/> I have a complaint about the public body's search for records and believe that additional records exist.</p> <p><input type="checkbox"/> I made an access request and the public body has not responded.</p> <p><input type="checkbox"/> I have a complaint about the public body's decision to release third party business information.</p> <p><input type="checkbox"/> I have a complaint about the public body's decision to release third party personal information.</p>

Section 4: Details of Your Complaint

Section 5: Resolution or Remedy You Are Seeking