

# Managing Your Privacy Complaint

These are guidelines to assist you in understanding the privacy complaint process under the **Access to Information and Protection of Privacy Act, 2015** (ATIPPA, 2015). You can find additional resources on our [website](#).

## Privacy Complaints

A person may make a privacy complaint to the Office of the Information and Privacy Commissioner (OIPC) if they believe, on reasonable grounds, that a public body has improperly collected, used, or disclosed their personal information.

## Remedies

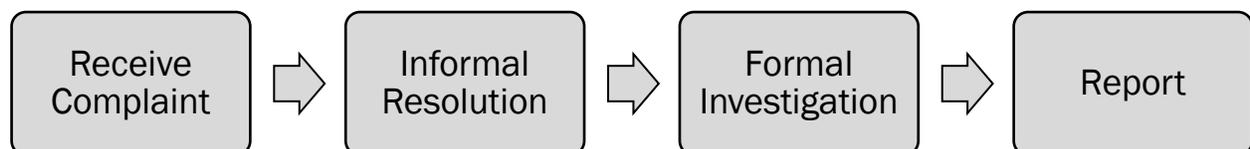
Following an investigation of a privacy complaint, the Commissioner may recommend that a public body stop collecting, using, or disclosing personal information or destroy personal information in its custody. The Commissioner may also make recommendations related to a public body's information practices, policies, or procedures.

A privacy investigation cannot undo a breach of privacy.

OIPC does not have the authority to require apologies, disciplinary action, compensation, penalties, or other sanctions.

## The Complaint Process

1. OIPC receives your complaint. We will provide your complaint to the public body and it will have 10 business days to respond. We will notify you that we have started an investigation and you will also have 10 business days to make any submissions or arguments in support of your position.
2. OIPC will generally work with you and the public body to try to reach an informal resolution of your complaint.
3. If we have not resolved the complaint, OIPC may conduct a formal investigation of any unresolved issues.
4. If necessary, OIPC will issue a Commissioner's report with recommendations for the public body.



We explain the steps in this process in more detail below.

## Receiving a Complaint and Making Submissions

After our Office receives your complaint, we will assign it to an Access and Privacy Analyst (Analyst). The Analyst will contact you to confirm that we have received your complaint and have started an investigation. You will then have 10 business days to provide any written submissions you wish to make to OIPC.

You may have provided details of your allegations that the public body improperly collected, used, or disclosed your personal information with your complaint. However, if you feel more information or arguments are necessary, your written submissions are your opportunity to provide this information.

Upon receiving your complaint, the Analyst will also forward your complaint to the public body and request its submissions.

Your written submissions may be your only opportunity to put forward your position to OIPC. If you do not provide submissions within 10 business days, the investigation will proceed based on the information available to OIPC. If you are unable to provide written submissions, you should contact the Analyst assigned to your complaint to discuss alternatives. If there is any information in your submissions that you do not wish OIPC to disclose to the public body, you should notify the Analyst. Although you may provide any information to the Analyst that might help them investigate your complaint, it is not mandatory that you provide written submissions.

## Informal Resolution

The Analyst will usually focus on resolving the matter informally within a reasonable period of time.

During informal resolution, the Analyst will use your submissions as well as the submissions we receive from the public body to understand the nature of the complaint and attempt to identify possible opportunities to resolve your complaint in a way that satisfies both you and the public body. Generally, the Analyst will provide you and the public body with an assessment after reviewing your submissions and the public body's submissions.

During our efforts at informal resolution, it is important that you respond promptly to the Analyst's questions or requests. If you do not participate in this process we may proceed to a formal investigation without your input. The Commissioner may also decide to refuse to investigate your complaint.

Possible informal resolution of a complaint may include:

- the public body acknowledging a privacy breach and filing a breach report with our Office;
- the public body taking steps to stop collecting, using, or disclosing certain personal information;

- the public body agreeing to review or make changes to its information practices, policies, or procedures; or
- other outcomes that are agreeable to you and the public body and compliant with ATIPPA, 2015.

In some cases, our initial assessment of a complaint may conclude that ATIPPA, 2015 authorizes the public body's collection, use, or disclosure of your personal information and you may choose to conclude your complaint on that basis.

### **Formal Investigation**

If there are any issues in your complaint that we have not resolved in the informal resolution period, then our Office may conduct a formal investigation and, if necessary, issue a report with the Commissioner's recommendations. If the Analyst believes more information is necessary, they will ask you to provide further submissions and give you a deadline. We might not consider submissions that we receive after that deadline.

The Commissioner may decide not to conduct a formal investigation in limited circumstances under section 75 of ATIPPA, 2015. Should the Commissioner make this decision, we will notify you of the reason.

### **Commissioner's Report**

If necessary, our Office may write and release a report of our findings following an investigation of your privacy complaint. OIPC publishes Commissioner's reports on our website and we will send you a copy.

OIPC will consider your submissions and the public body's submissions during the report process. We may quote your submissions in the Commissioner's report. If you have provided submissions or other information that you feel is confidential that you do not want us to quote, you should notify the Analyst. However, procedural fairness requires the Commissioner to provide reasons for any decisions and recommendations. Therefore, we may still need to explain your position on the matter in the report. We will not name you in the report.

The Commissioner's report may contain recommendations that the public body:

- stop collecting, using, or disclosing personal information in contravention of ATIPPA, 2015;
- destroy personal information it collected in contravention of ATIPPA, 2015;
- implement, modify, or stop an information practice, policy, or procedure;
- not begin an information practice, policy, or procedure; or
- take other actions related to the privacy aspect of the complaint.

After the public body receives the Commissioner's report, it has 10 business days to decide whether it will follow the Commissioner's recommendations. Regardless of the public body's

decision, the public body must give written notice of its decision to you, our Office, and any other person who received the report.

If you have any questions or concerns about the complaint process, please do not hesitate to contact our Office at:

Office of the Information and Privacy Commissioner  
PO Box 13004, Station A  
St. John's, NL A1B 3V8  
Phone: (709) 729-6309 Fax: (709) 729-6500  
Toll Free: 1-877-729-6309  
[commissioner@oipc.nl.ca](mailto:commissioner@oipc.nl.ca)  
<https://www.oipc.nl.ca>