

Tips for Accessing Public Body Records

The *Access to Information and Protection of Privacy Act, 2015*, SNL 2015, c A-1.2 (“ATIPPA, 2015”) gives everyone the right to request access to records held by public bodies. Public bodies that must respond to access requests include the premier’s office, government departments, crown corporations, municipal and city councils, Memorial University, health care authorities, school boards and the Royal Newfoundland Constabulary.¹

The Request

If you want to request records from a public body in Newfoundland and Labrador, the first step is to make your request in writing using one of the below options:

- [Online Access Request](#) (for Government Departments only)
- [Access to Information Request Form](#) (for all Public Bodies) 
- [Access to Information Request Form](#) (for all Public Bodies) 

Be as specific as possible in describing the records you are seeking. Deliver your request to the public body (contact information for ATIPP coordinators is available at <http://www.atipp.gov.nl.ca/info/coordinators.html>). Keep a copy for your records and note the date the public body received your request.

The Response


Public bodies have 10 business days² to provide an advisory response and 20 business days to provide responsive records, absent time extensions, disregards and third party notices. Should any of these occur they must notify you in writing. As they are under time constraints, reply promptly to all communications from ATIPP coordinators seeking clarification or other relevant information from you.

Lack of Response

If you do not receive the requested records within 20 business days (or notification of an extension or third party notice), you can contact our Office and request a review of a public body’s failure to respond to your request. The complaint form is available at <http://www.oipc.nl.ca/pdfs/AccessComplaintorApplicationRelatedtoCost.pdf>.³

Adequacy of Response

If, upon receipt of the requested records, you do not feel the public body has responded appropriately, you can contact our office and request a review of the public body’s response to your request. The complaint form is available at <http://www.oipc.nl.ca/pdfs/AccessComplaintorApplicationRelatedtoCost.pdf>.

	<p>Office of the Information and Privacy Commissioner P.O. Box 13004, Station “A”, St. John’s, NL A1B 3V8 Telephone: (709) 729-6309 or 1-877-729-6309 Fax: (709) 729-6500 E-mail: commissioner@oipc.nl.ca www.oipc.nl.ca</p>
-------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

¹ The processes to follow in order to access records from the Royal Canadian Mounted Police are set out in the federal [Access to Information Act](#), RSC 1985, c A-1.

² Business days exclude Saturdays, Sundays and the holidays set out in s.27(l) of the [Interpretation Act](#), RSNL 1990, c I-19.

³ Information about our complaint process is available on our [website](#).