

CATEGORY:	<b>ORGANIZATIONAL: INFORMATION MANAGEMENT</b>
SUB-CATEGORY:	<b>DISCLOSURE OF INFORMATION</b>
GROUP:	
DISTRIBUTION:	<b>ALL STAFF</b>
TITLE:	<b>ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT (ATIPPA)</b>

**PURPOSE**

To identify the process through which employees will comply with the Access to Information and Protection of Privacy Act (ATIPPA).

**POLICY**

In keeping with the *Access to Information and Protection of Privacy Act (ATIPPA)*, employees must:

- Provide the public a right of access to records;
- Provide individuals a right of access to their personal information;
- Respect individuals’ right to request correction of their personal information;
- Specify limited exceptions to the right of access;
- Provide for an independent review of decisions made by public bodies under this Act, and
- Specify time limits for providing access to records.

**All requests for access to personal information must be processed using Western Health’s disclosure of information policies (found in section 9 - Information Management, subsection 02 - Disclosure of Information).**

**When a request for access to or correction of personal information is received through the Access to Information and Protection of Privacy Act (ATIPPA):**

To promote ease of access and compliance with the ATIPPA, all requests for information filed under this legislation must be **immediately** forwarded to the Regional Manager, Information Access and Privacy who serves as the ATIPP Coordinator for Western Health.

In the event that a client/patient/resident requests an application form, the *Access to Information Request* is found through the following link to the Newfoundland and Labrador Department of Justice website: [http://www.justice.gov.nl.ca/just/forms/form1\\_application\\_for\\_request.pdf](http://www.justice.gov.nl.ca/just/forms/form1_application_for_request.pdf).

Alternatively, the application form is on Western Health website at [www.westernhealth.nl.ca](http://www.westernhealth.nl.ca).

Finally, the form is available through the office of the Regional Manager, Information Access and Privacy (who serves as the ATIPP Coordinator for Western Health).

The ATIPP Coordinator is responsible for ensuring that time limits and notification requirements are met. Western Health must provide a response to the applicant within 30 calendar days. Extension of the time limit may be requested if notice has to be given to a third party, the request is transferred to another organization, or a large number of records must be searched.

If the ATIPP Coordinator determines that the request is for information that may be disclosed via routine disclosure, these requests will be forwarded to the appropriate manager in that particular program/service for follow up with the requestor and disclosure of the information as per Western Health’s disclosure of information policies.

**LEGISLATIVE CONTEXT**

*Access to Information and Protection of Privacy Act*, 2004. Available at: <http://www.hoa.gov.nl.ca/hoa/statutes/a01-1.htm>

**REFERENCES**

*Access to Information and Protection of Privacy Act*, 2004. Available at: <http://www.hoa.gov.nl.ca/hoa/statutes/a01-1.htm>

**KEY WORDS**

*Freedom of information requests, access requests, ATIPPA*

TO BE COMPLETED BY QUALITY MANAGEMENT & RESEARCH STAFF ONLY

Approved By: Chief Executive Officer	Maintained By: Regional Manager, Information Access & Privacy
Effective Date: 18/March/2009	<input checked="" type="checkbox"/> Reviewed: 11/October/2011 <input checked="" type="checkbox"/> Revised: 02/March/2012
Review Date: 02/March/2015	<input type="checkbox"/> Replaces: ( <i>Indicates name and number of policy being replaced</i> ) OR <input checked="" type="checkbox"/> New