

The Policy for

ONLINE ACCESS TO INFORMATION REQUESTS



ATIPP Office
Department of Justice and Public Safety
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Introduction

Department responses to general access to information requests since January 1, 2013 are posted on the Completed Access to Information Requests webpage by the ATIPP Office (<http://atipp-search.gov.nl.ca/>).

Posted information includes:

- the ATIPP request number;
- a summary of the request received;
- the date the request is posted online;
- the department that responded to the request;
- a copy of the final response letter to the applicant with all personal information removed; and
- a copy of any responsive records as provided to the applicant.

Responses to requests for personal information are not posted on the Completed Access to Information Requests webpage.

In addition, the following general requests will not be posted online:

- Requests where it is too complex to complete the appropriate redactions prior to posting online (e.g. general requests where the applicant's information, either personal or business, is found throughout), as determined by the ATIPP Office;
- Some requests that are general but personal in nature (e.g. a request one person makes about another person where posting online would in itself reveal personal information that is an unreasonable invasion of privacy);
- Final responses over 500 pages – in these cases the final response letter will be posted online and a note stating that individuals can contact the department directly for copies of the records;

Department Responsibilities

1. Departments must provide the ATIPP Office with an electronic version of the signed response letter to the applicant and any responsive records provided to the applicant in a timely fashion. If they are not provided soon after they are closed, and after the ATIPP Office has requested copies on various occasions, the requests may not be posted online, or there may be significant delays in posting once they are received.
2. Departments should identify records (e.g. information, page number, etc.) that will require additional redactions and the reason for the redaction (e.g. is the applicant's personal information, etc.).
3. Departments must notify the ATIPP Office in cases where the personal or business information of the applicant appears throughout the records.

ATIPP Office Responsibilities

1. The ATIPP Office, in consultation with relevant departments, is responsible for reviewing the final response letter and responsive records to determine whether additional redactions are required prior to posting online. Additional redactions may be required if the information includes:
 - a) personal information or information that could lead to the identification of an applicant or other individual;
 - b) information that may contain copyright material. Such material will be removed prior to posting online. The removal of this information will be clearly marked and will be made available upon request to the ATIPP Office;
 - c) profanity; or
 - d) where the context has changed, including:
 - limited information disclosed to a business applicant about their own business information that would not be disclosed to a different applicant;

- limited information disclosed to an applicant contains their own personal information that would not be disclosed to a different applicant;
 - information disclosed to an applicant contains personal information that they were already aware of, and therefore was not an unreasonable invasion of privacy to disclose to him/her but would not be disclosed to a different applicant; or
 - information required to be disclosed under the **Access to Information and Protection of Privacy Act, 2015**, but may be deemed inappropriate to proactively disclose (either by the department that processed the request or the ATIPP Office). For example, if someone makes a request for personal information about another individual and access was denied. However, the wording of the request would reveal personal information about the individual that would be an unreasonable invasion of privacy to post online.
2. The Completed Access to Information Requests webpage indicates when responses to general access to information requests posted online contain additional redactions and the reason for redactions, including based on the circumstances outlined above. This will be done by including a footnote after the request file number (e.g. JPS/10/2016 [1]). Explanation for footnotes is located at the bottom of the Completed Access to Information Requests webpage.
3. The ATIPP Office will endeavor, where possible, to post department responses to general access to information requests on the Completed Access to Information Requests webpage following:
- a) three business days after a response is sent electronically or hand-delivered to an applicant; or
 - b) five business days after a response is mailed to an applicant.

Retention Schedule

Requests that have been posted online by the ATIPP Office, are eligible for disposal three years after they have been posted. This complies with the disposal authority which was approved by the Government Records Committee

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