

**ACCESS TO INFORMATION AND PRIVACY PROTECTION**

*For information, refer to:*

Director  
Access to Information and Privacy Protection Division  
DCP – Pearson D1  
Hours of Operation: 8:00 a.m. – 5:00 p.m.  
Tel: 992-1487  
Fax: 995-0116  
Intranet: Division Sites – DCP Home Page

Two pieces of legislation impact on the work of federal government departments and all new staff should be aware of the implications of these Acts.

**Access to Information Act**

This Act is based on the principle that government information should be available to the public to ensure open government and transparency. The Department has the obligation to provide as much information as possible without causing injury to the public and private interests specified in the Act.

- Who?** Any Canadian citizen or Permanent Resident of Canada (whether currently residing in Canada or not) or individuals and corporations present in Canada can request access to any record under the control of this Department.
- When?** Once a request is made, the Act requires the Department to respond within 30 days of its receipt. This time limit may be extended for a reasonable period if it can be demonstrated that processing the volume of the request within 30 days would unreasonably interfere with Department operations.
- What?** Requests can be made for any record or document, in any form. This could include paper documents, electronic documents, handwritten notes, tapes, etc. However, the Act requires that certain information remain protected or exempted from public access. This decision is made by the Access to Information and Privacy Protection Division (DCP) based on the recommendations and consultation of the appropriate program division. No document is automatically exempt from disclosure (with the exception of Cabinet confidences which are excluded from the Act).

Documents may be exempted in whole or in part. Examples of exemptions:

- information obtained in confidence from another government
- personal information as defined in the *Privacy Act*
- solicitor-client privileged information
- commercial, financial or other information supplied in confidence by a business or other third party