

Access to Personal Information Request

Library Archives Canada

What is an ATIP Request?

Access to Personal Information Request allows individuals to access records held by government institutions in Canada, including their personal information. This right is enshrined in the Access to Information Act and the Privacy Act.

Why make an ATIP request for Indian hospitals' health records?

Very little information has been provided regarding the Claims process, and we do not yet know how the process will take place and what information an individual will need to show proof of their attendance at Indian Hospitals, or if they will be needing document proof. It is therefore useful for each survivor who plans to make a claim, to have their records handy to show proof of their time in hospitals such as Nanaimo or Miller Bay.

These health records are not readily available and can only be accessed by making an ATIP request to Library Archives Canada.

To make an ATIP request:

ATIP Requests are Access to Personal Information Requests made to federal government agencies. The health records from Indian Hospitals are held by the Library Archives Canada, and therefore, the request is made specifically to the LAC.

In order to make an ATIP request for individuals other than yourself, the person whose information is being requested must have passed away, a proof of death is required and a \$5 fee is applied. In order to make an ATIP request on behalf of a person still living, the requester and his or her representative must also send a LAC Third Party Authorization Form, and attach two valid IDs, alongside the ATIP request form.

Access Requests	Privacy Requests
<p>When you are looking for information about someone other than yourself</p> <ul style="list-style-type: none"> • The request must indicate the law under which it is requested – Access to Information Act • 30-day processing time • Available only to Canadian citizens, permanent residents or people present in Canada • \$5 application fee 	<p>When you are looking for your own information, or have written consent to access the individual's personal information</p> <ul style="list-style-type: none"> • The request must indicate the law under which it is requested – Privacy Act • 30-day processing time • Available to citizens of any country • No fees

There are three main avenues to file a personal ATIP requests

- 1. Online service:** <https://atip-aiprp.tbs-sct.gc.ca/en/Home/Privacy>

 - To file an online request one must have a valid email address, access to their email address
 - Follow the process in the link above
 - Not a recommended way to make a request. Requests can easily get lost by going to another government department.
- 2. Email a request to:** daiprp-atipd@bac-lac.gc.ca

 - ATIP requests can be emailed to the ATIP office directly, by emailing the email address above.
 - To the email the requester must attach the [Personal Information Request Form](#) and a valid piece of ID
 - The ATIP must be emailed by the PERSON who is filing for their own records
 - If a third party representative is the one to email the request, they must include the [Consent-Authorization form](#) alongside two valid IDs of the authorized individual
 - For a list of acceptable ID please see: <https://library-archives.canada.ca/eng/services/public/access-information-privacy/Pages/proof-documentation.aspx>
- 3. Mailing the ATIP request**

 - Follow the instructions for the email request, filing the various forms and sending an ID, to the following address:

Library and Archives Canada

Access to Information and Privacy Branch

550 de la Cité Boulevard

Gatineau (Quebec) J8T 0A7

Canada