

Access to Information Act (ATIA) & Protection of Privacy Act (POPA)

The **Access to Information Act (ATIA)** provides individuals with the right to access records under the control of public bodies, subject to limited and specific exceptions.

The **Protection of Privacy Act (POPA)** governs how public bodies collect, use, and disclose personal information, ensuring that privacy rights are respected and protected.

These Acts are built on two core principles:

- i. **the right to access information**, and
- ii. **the right to privacy**

As a local public body, the **Town of Slave Lake ("the Town")** complies with ATIA and POPA when we collect, use, share, and safeguard information. We work to balance the public's right to access information with our responsibility to protect the privacy of individuals. While the Town is required to release certain information under ATIA, we are equally committed to protecting all organizational and personal information as required under POPA.

Fees

If you are making a request for general information under ATIA, there is an initial fee of **\$25.00**, payable before processing begins.

- The \$25.00 fee covers up to **\$150.00 of processing**. ATIA includes specific guidelines that determine whether information can be released entirely, partially, or withheld.
- Additional fees may apply.
The Town will provide a cost estimate before processing your request.
If total processing costs exceed **\$150.00**, a **50% deposit** is required.
Records will be released once full payment has been received.

Personal Information Requests (POPA)

POPA governs the way the Town collects, uses, and discloses personal information.

- There is **no initial fee** for requesting access to your **own personal information**.
- If reproduction or preparation costs are substantial, the Town will notify you of any associated fees.
- Proof of identity is required before releasing any records containing your personal information.

How to Make an ATIA Request

Please complete the **Access to Information Request Form** and submit it to the Town by mail or email:

- **Mailing Address:** 10 Main Street SW, Box 1030 Slave Lake, AB T0G 2A0
- **Email:** foip@slavelake.ca

Forms are also available at **Town Hall** during regular business hours.

What to Expect

The Town will respond to your request within **thirty (30) calendar days** of receiving it, in accordance with ATIA. Some extensions may apply if your request is particularly large or requires consultation.

Related Resources

- **Access to Information Request Form**
- [ATIA](#) & [POPA](#) Guidelines and Practices