SOFTSIM TECHNOLOGIES INC. · ACCESS TO INFORMATION AND PRIVACY

Axcess1 | SoftSim

Québec

Built around your law — not around generic case management.

Axcess1 takes a request from intake to release under Act respecting Access to documents held by public bodies and the Protection of personal information (CQLR, c. A-2.1).

Your Act
Provisions, time limits, notices and letters already loaded

20 days
The statutory time limit, calculated for every request

Agentic AI, optional
AI assists. Authorized officials decide.

Free for 30 days
One licence, the full product, no obligation

Built around your law

Many case-management products ask a public body to adapt its process to the software. Axcess1 is configured around the legislation, the procedures, the vocabulary and the reporting obligations of each jurisdiction. An organization chooses its Act once; every screen, deadline, letter and report then follows it.

Generic case management

The organization adapts to the software.

Axcess1

The software follows the legislation and the way government works.

Legislative support — Access Act (A-2.1)

Act respecting Access to documents held by public bodies and the Protection of personal information (CQLR, c. A-2.1)

What the Act requires	As configured in Axcess1
Who it applies to	Public bodies under arts. 3–7: the Government, Conseil exécutif, Conseil du trésor, ministries and government agencies; municipal bodies (municipalities incl. MRCs, metropolitan communities, intermunicipal boards, public transit corporations, Kativik Regional Government and bodies they control); school bodies (school service centres, school boards, CEGEPs, universities); health and social services institutions. Also the Lieutenant-Governor and National Assembly (art. 3 al. 2). Courts are excluded.
Time limit to respond	20 days (art. 47 (personal information: art. 98)). The due date is calculated when the request is entered, with the holidays of the jurisdiction.
Extensions	Up to 10 days. One extension of up to 10 days if the 20-day deadline cannot be met without hampering normal operations; written notice to the applicant before the first deadline expires. Beyond that, only the Commission may extend (art. 137.1). (art. 47 al. 2 (personal information: art. 98 al. 2))
No answer in time	Treated as a refusal (arts. 52, 102); overdue requests are flagged.
Third-party notice	Notice under arts. 25, 49 al. 1; 20 days for the third party to respond; 15 days to seek review of the decision
Transfer to another body	art. 48, within 20 days
Decision and reasons	The decision letter gives the reasons, the provision relied on and the right of review (arts. 50–51 (personal information: arts. 100–101)).
Fees	No application fee; access is free. Transcription, reproduction and transmission fees under the regulation (indexed each April 1; first $9.75 exempt as of 2026-04-01) — give the applicant an estimate before incurring them.
Review and complaints	Commission d'accès à l'information du Québec; 30 days to ask for a review (art. 135)
Annual reporting	Access-to-information report in the annual management report (Regulation respecting the distribution of information and the protection of personal information, CQLR c. A-2.1, r. 2, s. 2)
Privacy breaches	Notification is mandatory; the incident register applies this jurisdiction's threshold, notices and time limits.

Loaded for this Act

- **37 provisions** (exemptions, exceptions and exclusions) ready to cite on a redaction, each with its section number.
- **Request types:** Access to documents (A-2.1, art. 9); Access to personal information (A-2.1, art. 83); Rectification of personal information (A-2.1, art. 89).
- **Statutory steps on the timeline:** Extension of up to 10 days (art. 47 al. 2; personal information: art. 98 al. 2) — written notice to the applicant before the 20 days expire; Third-party notice (arts. 25 and 49) — written notice within 20 days of receipt; third party has 20 days to submit observations; Request referred to the competent public body (art. 48) — applicant told the body and its access officer within 20 days; Request for review — Commission d'accès à l'information (art. 135; within 30 days of the decision or of the expiry of the response deadline); Third-party request for review to the Commission (art. 136; within 15 days of the notice of the decision to give access — suspends the decision); Application to the Commission for authorization to disregard an abusive request (art. 137.1; within the art. 47 or 98 deadline).
- **Standard letters** for this Act: acknowledgement, extension, third-party notice, fee notice and decision, from templates your office can edit.

Legislation-to-feature matrix

Legislative requirement	Axcess1 support
Statutory deadline	20 days (art. 47 (personal information: art. 98)): calculated automatically for each request; overdue and upcoming requests on the dashboard.
Extensions and holds	Recorded as events that move the due date, each tied to its section of the Act.
Exemptions and exclusions	The provisions of Access Act (A-2.1) in the redaction editor, each with its section number.
Third parties and consultations	Notices, consultation packages and their due dates tracked on the request.
Fees	Fee notices and payments recorded on the request.
Reviews, appeals and complaints	Recorded on the request timeline with their dates and outcome.
Redaction	Done by the analyst in the built-in editor; optional AI suggestions that the analyst accepts or rejects.
Decision letters	Generated from templates for this Act, with the provisions cited.

Legislative requirement	Axcess1 support
Release	A release package built from the reviewed records; redactions are permanent in the released file.
Annual statistics	Annual access statistics for the period, with each figure traceable to its requests.
Audit trail	Every action on a request is recorded with the user and the time.

From request to release

Step	What Axcess1 does
Receive and validate	The request is entered with its type, requester and date received; a number is issued from your own numbering pattern.
Calculate the deadline	The due date follows the Act: 20 days (art. 47 (personal information: art. 98)). Holds and extensions move it and are recorded.
Assign and search	The request is assigned to an officer; the units holding records are tasked and their answers tracked.
Collect and review	Records are uploaded (PDF, Office files, scans with text recognition) and reviewed page by page.
Apply the provisions and redact	The analyst marks a passage and picks the provision of this Act; the released copy shows the section relied on.
Consult	Consultation packages are produced per party, with their due dates.
Approve	The response goes to the approver’s inbox for review and signature.
Release	The release package and the decision letter are generated from the request.
Report	Requests, processing times, decisions and provisions invoked are counted for the period you choose.

Agentic AI across the lifecycle

AI is switched off until your administrator turns it on, one capability at a time. **AI assists. Authorized officials decide.**

Agent	What it does
Intake agent	Proposes a new request from a message, the portal or a drop folder; an officer confirms it.
Document intelligence	Summarizes and classifies the records and finds the people and organizations named in them.
Responsiveness agent	Suggests which records answer the request.
Exemption assist	Proposes provisions of Access Act (A-2.1) with reasons; redaction candidates appear in the editor.
Consultation agent	Suggests who should be consulted and on which pages.
Quality assurance agent	Checks a package a second time before release.
Deadline watch	Lists the requests at risk of running late.
Copilot	Answers questions about a request, citing the records it used.

Audio and video, redacted and checked

- **Picture and sound together:** blur or black out part of the picture and mute or bleep what is said at the same moment, each redaction tied to the provision of your Act.
- **Faces, licence plates, screens and text found for you:** detection runs on the server that runs Axcess1 (yours, or ours in Canada), with no outside AI service, and follows each one as it moves. An authorized official accepts or rejects every find.
- **Checked before release:** each redacted copy is compared with the original, box by box and passage by passage, and a copy that fails is not released. Location, author and device details are removed; the original is never changed.

Migration, deployment and security

- **Migration:** case history, requesters and documents are brought over from the system you use today.
- **Deployment:** hosted by SoftSim in Canada, on your own private cloud or servers, or standalone on a PC or Mac.
- **Security:** SoftSim is cleared by the Government of Canada at the Top Secret level. Each organization's records are separate, access is controlled by role and every action is recorded.

Try it free for 30 days

One free licence for 30 days, with the full product and no obligation.

If you keep it (Canadian dollars, plus applicable taxes)	Price
Single user	$999 a year
Standalone for your PC or Mac	$999 to buy and install on your own computer
Technical support, upgrades and maintenance	$599 a year
Hosting by SoftSim	$1,119 a year per user
Organization licence, up to 5 users	**$4,999 a year**, hosted, with support, upgrades, backups, security and recovery

Write to **atip@softsim.ca** to start your free month or to see a 30-minute demonstration. · axcess1.ca

Axcess1 supports configurable workflows designed around the applicable legislation. Government organizations remain responsible for legal interpretation and statutory decisions. Summaries of the legislation are paraphrases prepared from the published text; they are not legal advice. Text of the Act checked on 2026-10-01.