File: 292- 30/[REQUESTNUMBER]

Your File: [CUSTOMFIELD60]

[TODAYDATE]

Sent via email: [RQREMAIL]

[ADDRESS]

Dear [RFNAME] [RLNAME]:

**Re: Request for Access to Records**

***Freedom of Information and Protection of Privacy Act* (FOIPPA)**

I am writing further to your request received by the Ministry of Agriculture and Food. You requested:

*[REQUESTDESCRIPTION]*

The Ministry of Agriculture and Food has custody or control of the records you requested. Therefore, under section 11 of FOIPPA, your request has been fully transferred. A copy of section 11 is provided for your reference. A complete copy of FOIPPA is available online at:

<http://www.bclaws.ca/civix/document/id/complete/statreg/96165_00>

Option 1: New file being opened with the other BC government public body (IAO client)

The Ministry of Agriculture and Food must respond to you within 30 business days after receiving your transferred request unless that public body extends the time limit for responding to you. You will receive a letter shortly advising of your new request number. This file is now closed.

Option 2: File already opened with the other BC government public body (IAO client)

As you have already directed this request to the Ministry of Agriculture and Food, they will respond under MIN-2020-XXXXX. This file is now closed.

Options 3: File transferred to external to BC government public body (not IAO client)

The External Public Body has agreed to this transfer and will respond according to their legislated timeline after receiving your transferred request, unless that public body extends the time limit for responding to you. Your contact with the External Public Body is: contact name, title, at phone number and/or email. This file is now closed.

If you have any questions regarding your request, please contact [PRIMARYUSERNAME], the analyst assigned to your request, at [PRIMARYUSERPHONE]. This number can also be reached toll-free at 1 833 283-8200.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

[PRIMARYUSERNAME], [PRIMARYUSERTITLE]

Information Access Operations

Enclosures

How to Request a Review with the

Office of the Information and Privacy Commissioner

If you have any questions regarding your request please contact the analyst assigned to your file. The analyst’s name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

**Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:**

Information and Privacy Commissioner for British Columbia

PO Box 9038 Stn Prov Govt

4th Floor, 947 Fort Street

Victoria BC V8W 9A4

Telephone 250 387-5629 Fax 250 387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.

**Transferring a request**

**11** (1) Within 20 days after a request for access to a record is received by a public body, the head of the public body may transfer the request and, if necessary, the record to another public body if

(a) The head of the public body is satisfied that the request meets the requirements of section 5 (1), and

(b) One or more of the following applies:

(i) The record was produced by or for the other public body;

(ii) The other public body was the first to obtain the record;

(iii) The record is in the custody or under the control of the other public body.

(2) If a request is transferred under subsection (1), the head of the public body who transferred the request must notify the applicant of the transfer.

(3) If the head of the public body to which a request is transferred under subsection (1) is satisfied that the request meets the requirements of section 5 (1) (a) and (b), the head of the public body must respond to the applicant

(a) In accordance with section 8, and

(b) Not later than 30 days after the request is received by that public body, unless this time limit is extended under section 10.