# ARCS: 292-30/[REQUESTNUMBER]

# [TODAYDATE]

# Sent via email: Third Party’s email

Third Party

Address

Address

Dear Third Party:

# Re: Request for Access to Records

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

I am writing further to my letter, dated date of third party notification, concerning a request received by the Ministry of Agriculture and Food. The request is for:

*[REQUESTDESCRIPTION]*

As we have not heard from you, the Ministry has made a decision regarding disclosure of the enclosed records. After considering all relevant factors, we have decided to give full access to the records.

A copy of the records, as proposed for release, is enclosed. We are withholding information pursuant to section(s) 14 (Legal advice), 14 (Legal advice), 14 (Legal advice), 14 (Legal advice), and 14 (Legal advice) of FOIPPA, as indicated by the red boxes on the enclosed records. A complete copy of FOIPPA is available online at:

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

You have the right to ask the Office of the Information and Privacy Commissioner (OIPC) to review this decision. The OIPC must receive your request by (CALCULATE 20 BUSINESS DAYS FROM THIS LETTER) [Publish Date]. If you do not request a review, the Ministry is required to respond to the applicant by [Publish Date].

Delete the paragraph below if this is a personal request or if you have received confirmation from Open Information that this request is exempt from publication:

Please also be advised that records released in response to Freedom of Information requests (subject to limited exemptions) will be published on the Open Information website. To find out more about Open Information, please access the Open Information website at: <http://www.openinfo.gov.bc.ca/ibc/index.page>

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.

Please provide the FOI request number, found at the top right of the first page of this letter, in any communications.

Sincerely,

[PRIMARYUSERNAME], [PRIMARYUSERTITLE]

Information Access Operations

Enclosure(s)

# 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 20 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

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.