File: 292-40/[REQUESTNUMBER]

# [TODAYDATE]

[RFNAME] [RLNAME]

[COMPANY]

[STREET1]

[STREET2]

[CITY] [STATE/PROVINCESHORT] [ZIP/POSTALCODE]

Dear [RFNAME] [RLNAME]:

# Re: Request for Access to Records

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

The Ministry of Children and Family Development received your request for access to your personal information on [RECEIVEDDATE]. We understand your request to be for your young offender records and *[REQUESTDESCRIPTION]*. You have not requested any other records or the information of any other individual.

With respect to your request for your young offender records, please be advised that these records fall under the *Youth Criminal Justice Act*. As such, Information Access Operations (IAO) has no authority to release these records under FOIPPA or the *Child, Family and Community Service Act*. We have forwarded your request to the Manager of the Ministry’s Document Disclosure and Management team, (Phone: 778-698-3400, Fax: 250 953-4815) for direct response.

IAO will proceed with the second portion of your request for your *[REQUESTDESCRIPTION]*.

FOIPPA allows 30 business days for public bodies to respond unless the nature of the request requires an extension per section 10 of FOIPPA. We will make every effort to respond to your request by **[DUEDATE]**. We will notify you as soon as possible if there is a need to extend the time limit for responding to your request.

Please note all correspondence from our office will be sent to you at the Institution Name. In order to protect the security of your personal information, it is our policy to send all correspondence directly to you, the applicant, and not to a third party's address.

As we cannot guarantee that your mail will be forwarded to a new address, should you be transferred to another correctional facility or be released prior to receiving your records, please write to our office at the address below and include your new address, your full name, date of birth, CS number, and the file number located at the top of this letter.

If you have any questions regarding your request, or you determine that you no longer require the requested records, please contact me at [PRIMARYUSERPHONE]. This number can also be reached toll-free at 1 833 283-8200. Out-of-province callers will need to dial long distance. Please provide the file number at the top right of this letter in any communications.

Sincerely,

[PRIMARYUSERNAME], [PRIMARYUSERTITLE]

Information Access Operations

cc: Manager, Document Disclosure and Management

Ministry of Children and Family Development

PO Box 9714 STN PROV GOVT Victoria BC V8W 9S1