# File: 292-40/[REQUESTNUMBER]

[TODAYDATE]

Sent via email: [RQREMAIL]

[ADDRESS]

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 Choose on [RECEIVEDDATE]. We have recently attempted to contact you by telephone/email to discuss your request. Given the length of time that has passed and the inability to reach you, we are unable to proceed with your request until we have received further contact from you.

Please respond to this letter to advise if you are still in need of the records you have requested and to confirm your current telephone number and mailing address. **If we do not receive contact from you before** Date, **we will consider your request to have been abandoned and will close your file without further notice.**

Please provide this information by calling me directly at [PRIMARYUSERPHONE] or toll-free at 1 833 283-8200. You may also contact me by email at [PRIMARYUSERREMAIL]. Please provide your FOI request number, [REQUESTNUMBER], in any communications.

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

Enclosure

# 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

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.