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)

Information Access Operations processes freedom of information requests for access to Ministry of Social Development and Poverty Reduction records. We received your request for access to your personal information on [RECEIVEDDATE].

In order to proceed with your request, we require clarification/additional information.

The Ministry of Social Development and Poverty Reductions holds record for recipients of income and disability assistance and includes clients who access employment services. In order to identify the records you are requesting please provide the following information: DESCRIBE ADDITIONAL INFORMATION NEEDED.

Community Living BC holds records for adults who are receiving supports and services with developmental disabilities, as well as individuals who have a diagnosis of Autism Spectrum Disorder (ASD) or Fetal Alcohol Spectrum Disorder and who also have significant difficulty doing things on their own. In order to identify the records you are requesting please provide the following information: DESCRIBE ADDITIONAL INFORMATION NEEDED.

The BC Public Service holds records for current and former BC government employees. In order to identify the records you are requesting please provide the following information: DESCRIBE ADDITIONAL INFORMATION NEEDED.

Due to the COVID 19 pandemic, we would appreciate you sending the documents electronically (email or fax). If we have not received the required document(s) and/or information before Date , we will consider your request to have been abandoned and will close your file without further notice.

Please contact me at [PRIMARYUSERPHONE]. This number can also be reached toll-free at 1 833 283-8200. Please provide the FOI request number, [REQUESTNUMBER], in any communications. Also, if you find you no longer require the requested records, please advise our office as soon as possible.

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.