File: 292-40**/**[REQUESTNUMBER]

# Your File: [CUSTOMFIELD60]

[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)

**Client: [ONBEHALFOF]**

I am writing further to your request received by the Ministry of Attorney General. You requested:

*[REQUESTDESCRIPTION]* of your client, [ONBEHALFOF].

The enclosed CD is password protected due to the sensitive nature of the information contained on it. The password, and instructions on how to open the password protected file, has been mailed to you separately.

Include the below paragraph if client is currently incarcerated

We request these records not be provided directly to clients if they are in a BC Correctional facility as they may contain sensitive information which may compromise their safety. Sensitive information includes the names of medications, contact information for family and friends and criminal history.

The reason this information is sensitive is that individuals in BC Correctional Facilities may not be able to prevent others from viewing their personal information. Medications, if known by others, may cause an individual to be coerced by their peers into diverting medications. The contact information of family and friends as well as criminal history information, may affect the safety and security of an individual in a correctional facility and of others in the community.

Please find enclosed a copy of the records located in response to your request. Some information has been withheld pursuant to section(s) Choose, Choose, Choose, Choose, and 14 (Legal advice) of FOIPPA. A complete copy of the FOIPPA is available online at the following website:

<http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00>

Pages on which information has been withheld are stamped with the corresponding section stamp. We have attempted to provide you with the best readable copy, although you may find that some pages are in poor condition.

Where section 15 is noted, we have identified information that relates to one or more of the following circumstances: the history, supervision or release of a person who is in custody or under supervision; the security of a computer system; the physical safety of a law enforcement officer or another person; or the exercise of prosecutorial discretion. It is fairly common to have portions of BC Corrections Branch records subject to section 15 of FOIPPA.

Within the records located in response to your request there was some youth records located. The release of this information is subject to review under the *Youth Criminal Justice Act*. We therefore do not have authority to release this information under FOIPPA and therefore this information has not been provided. Should you wish to request a copy of Choose correctional youth records, please contact:

Manager, Document Disclosure and Management

Ministry of Children and Family Development

PO Box 9714 STN PROV GOVT

Victoria BC V8W 9S1

Telephone: 250 952-6809, Fax: 250 953-4815

Please note that Youth Criminal Justice or Youth Forensic information is not subject to a request for review by the Office of the Information and Privacy Commissioner of British Columbia.

Amend accordingly to suit your request. You may not have Federal records or any CPIC info.

Where section 16 is noted, we have withheld federal/municipal government information if disclosure would be harmful to intergovernmental relations or was provided in confidence. This could include reports to Crown Counsel and Canada Police Information Centre (CPIC) records. This information belongs to the RCMP and is therefore subject to the federal *Privacy Act.*

Where section 22 is noted, we have removed the personal information of a third party, usually a name or other private information about another individual. FOIPPA requires us to remove third party personal information.

Please note some information in the records is marked ‘not responsive’ as it does not respond to the wording and/or the date range of your request.

The Ministry is unable to provide a portion of the requested records because they have been destroyed as per government’s record retention schedules.

We have provided you with the best available copy, although you may find that some pages are in poor condition. Your file is now closed.

If you have any questions regarding your request, please contact Information Access Operations 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.

You have the right to ask the Information and Privacy Commissioner to review the Ministry’s response to your request. I have enclosed information on the review and complaint process.

Sincerely,

Information Access Operations

# 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.

File: 292-40**/**[REQUESTNUMBER]

# Your File: [CUSTOMFIELD60]

[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)

**Client: [ONBEHALFOF]**

I am writing further to your request received by the Ministry of Attorney General. You requested a copy of [REQUESTDESCRIPTION] of your client, [ONBEHALFOF].

Your records have been saved to a password protected CD that was sent to you on Date. In order to open and view your records you will need to enter the password: **\*\*\*\*\*\*\*\*\*\*\***

**Please retain this password in order to access your records on the CD.**

If you have any questions regarding your request, please contact me 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

# How to Open Your Password Protected File

The following process results in a copy of your FOI response package being copied from the CD to the computer being used to access your response package. To ensure the protection of your privacy IAO does not recommend using a public computer to view your response package.

1. Insert the CD provided into the CD drive of your computer.
2. Select “Open folder to view files.” Otherwise, navigate to your CD drive.
3. Double click on the Adobe Acrobat .pdf file
4. Enter the password. Your password can be found on the separate password letter mailed to you separately from the CD.

A screenshot of a computer login box

Description automatically generated

1. You will have to re-enter the password for the file that has been moved from the CD to your computer, unless you save a copy in Adobe Acrobat, after you have opened the password-protected file. The file on the CD will still be password protected as well.
2. DO NOT LOSE THE PASSWORD LETTER PROVIDED AS PASSWORD RESETS MAY NOT BE AVAILABLE.
3. A PDF viewer e.g., Adobe Reader is required to view your file. Adobe Reader can be downloaded for free from the following website: [https://get.adobe.com/reader/.](https://get.adobe.com/reader/)