# File: 292-40/[REQUESTNUMBER]

[TODAYDATE]

[RFNAME] [RLNAME]

c/o Institution Name

Address

Address

# Dear [RFNAME] [RLNAME]:

# Re: Request for Access to Records

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

I am writing further to your request received by the Ministry of Public Safety and Solicitor General on [RECEIVEDDATE].

Your letter has been forwarded to us by the Office of the Information and Privacy Commissioner.

Section 29 (1) of FOIPPA states that, an applicant who believes there is an error or omission in his or her personal information may request the head of the public body that has the information in its custody or under its control to correct the information. A copy of this section of FOIPPA is enclosed for your reference.

In your letter you requested the correction of information in your [Analyst Number]. Specifically, you requested that your [Analyst Number] be corrected to reflect that you were not fired from your job as a laundry worker, but rather that you quit this job.

The following changes have been made in response to your request:

1. Entry dated 2006.07.07 14:24 was amended to reflect that you quit the laundry crew rather than being fired;
2. Two entries dated 2006.01.11 were deleted, as they were confirmed to belong to another inmate;
3. Entry dated 2005.09.07 has been deleted.

You have a right to request a review of the Ministry’s response to your request. Please note you have 30 business days to request a review. I have enclosed information on the review and complaint process.

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.

Sincerely,

Information Access Operations

Enclosures

# 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.

***Freedom of Information and Protection of Privacy Act***

**29 Right to request correction of personal information**

(1) An individual who believes there is an error or omission in personal information about the individual that is in the custody or under the control of a public body may request the head of the public body to correct the information.

(2) If no correction is made in response to a request under subsection (1), the head of the public body must annotate the information with the correction that was requested but not made.

(3) On correcting or annotating personal information under this section, the head of the public body must notify any other public body or any third party to whom that information has been disclosed during the one year period before the correction was requested.

(4) On being notified under subsection (3) of a correction or annotation of personal information, a public body must make the correction or annotation on any record of that information in its custody or under its control.