# File: 292-40/[REQUESTNUMBER]

Your File: [CUSTOMFIELD60]

[TODAYDATE]

Sent via email: [RQREMAIL]

[RFNAME] [RLNAME]

[COMPANY]

[STREET1]

[STREET2]

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

c/o Institution Name

Address

Address

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 Children and Family Development for access to Choose of your client, [ONBEHALFOF]. You requested: [REQUESTDESCRIPTION] relating to your client.

Please be advised the Ministry of Advanced Education and Skills Training has custody and control of Choose you requested. Therefore, under section 11 of FOIPPA, your request OR the portion of your request for: describe portion of request being transferred has been transferred. A copy of section 11 is provided for your reference. A complete copy of FOIPPA is available online at: Delete if applicant is an inmate

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

1. The Ministry of Advanced Education and Skills Training must respond to you within 30 days after receiving your partially transferred request, unless that public body extends the time limit for responding to you. You will receive a letter shortly advising of your new request number. This file is now closed.
2. As stated above, FOIPPA allows 30 business days for public bodies to respond unless the nature of the request requires an extension as per section 10 of FOIPPA. We will make every effort to respond to your request for description of records 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.
3. Include the paragraphs below if applicant is an inmate
4. 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.
5. 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, 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.

1. 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.
2. Sincerely,

Information Access Operations

Enclosures

cc: Name, title, receiving public body

Read the [Transfer workflow](file:///K:/General/FOI%20Templates%20and%20Forms/AXIS%20Support/Workflows/Transfer%20Workflow%20Mar%2022%202016.docx). If you are transferring to another Ministry put the Manager’s name, Team name and the public body they serve.

cc: Consolidated Intake, Information Access Operations

If this is an external to BC government transfer or the file is already opened with the receiving BC public body, do not cc Consolidated Intake.

cc: Name, title, receiving public body

# 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***

**11 Transferring a request**

(1) Within 20 days after a request for access to a record is received by a public body, the head of the public body may transfer the request and, if necessary, the record to another public body if

(a) the head of the public body is satisfied that the request meets the requirements of section 5 (1), and

(b) one or more of the following applies:

(i) the record was produced by or for the other public body;

(ii) the other public body was the first to obtain the record;

(iii) the record is in the custody or under the control of the other public body.

(2) If a request is transferred under subsection (1), the head of the public body who transferred the request must notify the applicant of the transfer.

(3) If the head of the public body to which a request is transferred under subsection (1) is satisfied that the request meets the requirements of section 5 (1) (a) and (b), the head of the public body must respond to the applicant

(a) in accordance with section 8, and

(b) not later than 30 days after the request is received by that public body, unless this time limit is extended under section 10.