**Notice to Third Party re: Decision under s. 36(1)**

*Please Note: This is only a sample letter created for illustrative purposes; the public body may make any*

 *changes to this letter template as needed; please* ***delete*** *this textbox before sending letter.*

*Last updated: April 08, 2019*

[Reference number for RTIPPA file]

[Date]

[Third Party’s name and address]

Dear [Third Party’s name]:

**Re: *Right to Information and Protection of Privacy Act***

 **[Request under consideration]**

Following our notice dated [date], [*and if applicable:* and your representations dated [date] in favour of [*choose one:* refusing the disclosure, *or* consenting to the disclosure or consenting to some of the disclosure,] we have taken all matters into consideration and reviewed your information as a third party in relation to the applicant’s request for information under the *Right to Information and Protection of Privacy* (“the Act”).

Option N.1 – Full granting of disclosure

We have come to the conclusion that we will grant disclosure to this information for the following reasons:

[*list information and reasons for disclosing*]

Please note that the applicant will be given access to this information unless you, as a third party, file a complaint with the Office of the Ombud or refer the matter to a judge of the Court of King’s Bench **within 15 business days** of the date of this Notice.

Option N.2 – Partial refusal to disclose

We have come to the conclusion that we will grant disclosure to the following information for these reasons:

[*list information and reasons for disclosing*]

Please note that the applicant will be given access to this information unless you, as a third party, file a complaint with the Office of the Ombud or refer the matter to a judge of the Court of King’s Bench **within 15 business days** of the date of this notice. For your convenience, please find enclosed copies of the relevant forms [Forms 4 and 5].

We will not, however, grant disclosure to the following information for these reasons:

[*list information and reasons for not disclosing*]

If the applicant does not agree with this refusal, he/she may file a complaint with the Office of the Ombud or refer the matter to a judge of the Court of King’s Bench **within 40 business days** of the date of their notice of this decision. If a review takes place, you may be contacted as a party of interest.

Option N.3 – Full refusal to disclose

We have come to the conclusion that we will not grant disclosure to this information for the following reasons:

[*list information and reasons for not disclosing*]

Please note that if the applicant does not agree with this refusal, he/she may file a complaint to the Office of the Ombud or refer the matter to a judge of the Court of King’s Bench **within 40 business days** of the date of their Notice of this decision. If a review takes place, you may be contacted as a party of interest.

Conclusion for all options

If you have any questions, please do not hesitate to contact me [or name of another relevant staff member] at [contact info].

Sincerely,

[Name]

[Title]

Encl. Forms 4 and 5