**Response as per section 14 (Granting partial access)**

*Note: this is only a sample letter created for illustrative purposes; the public body may make changes to this letter template as necessary; please* ***delete*** *this textbox before sending letter.*

L*ast updated: April 19, 2018*

[Reference number for RTIPPA file]

[Date]

[Applicant’s name and address]

Dear [Applicant’s name]:

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

 **[Request under consideration]**

We have reviewed and processed your Request dated [date], and are granting access to the following records:

[*List records (and information, if part of a severed record) to which access has been granted*]

Option I.1: Examining records or receiving copies

We will [*choose one:* arrange an appointment for you to examine the requested records *or* arrange to send you the copies of the requested records either by mail or courier service.]

*OR*

Option I.2: Examining records (copies not possible)

Unfortunately, the records cannot be copied because [*provide reason*]. We invite you to contact [name of RTIPPA coordinator or another relevant staff member] at [contact info] to arrange an appointment to examine the records at [place, address].

Conclusion for both options

Access to the following record(s) was refused because:

[*Provide list of records that were refused, the reason for the refusal and the section(s) that allow(s) for the refusal for each record*]

[*If applicable*: In the case of [*list relevant record(s)*], we can neither confirm nor deny the existence of this record, and as such, are unable to grant access to the record(s).]

You may contact [name of employee/officer who can answer questions regarding the refusal] at [contact info], who can answer any questions you might have concerning the refusal.

If you are not satisfied with this decision, you may file a complaint with the Office of the Ombud as per section 67(1)(a)(*i*) **within 40 business days** of receiving this response, or refer the matter to a judge of the Court of King’s Bench as per section 65(1)(a) **within 40 business days** of receiving this response. For your convenience, please find enclosed copies of the relevant forms [Forms 1 and 2].

Please do not hesitate to contactme [or name of another relevant staff member] at [contact info] if you have any questions.

Sincerely,

[Name]

[Title]

Encl. Forms 1 and 2