**Response as per section 4 (Records out of scope)**

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

*Last 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 your request [*choose:* for information *or* for personal information] dated [date], and determined that the records you have requested do not fall under the scope of the *Right to Information and Protection of Privacy Act* (“the Act”), as detailed in section 4 of the Act, for the following reasons:

[*List the records that were refused and the relevant subsection that provides for the refusal for each record*]

If you are not satisfied with this decision, you may file a complaint with the Office of the Ombud **within 40 business days**, or refer the matter to a judge of the Court of King’s Bench **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