**Notice to Applicant under subsection 35(2)**

*Purpose: To advise an applicant that a third party will be consulted about disclosure of the requested*

 *information, as required by subsection 35(2) of RTIPPA.*

*Note: This is only a sample letter created for illustrative purposes; the public body may make changes to this*

 *letter as necessary; please* ***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]**

Your request for access to [*describe information requested*] under the *Right to Information and Protection of Privacy Act* (“the Act”) was received by [name of public body] on [date].

Since then, however, we have found that [*if applicable:* some of] the record(s) you requested may contain information that could invade the privacy and/or harm the business or financial interests of a third party. We have notified the third party, who is being given an opportunity to consent to the disclosure or to give an explanation as to why they do not agree with the disclosure.

A decision respecting this information will be made **within 20 business days** of this Notice, unless the time limit for providing you with a response has been extended, at which time we will notify you of the new deadline.

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]