

[Date]

[Third Party's name]

[Third Party's mailing address]

Email: [Email Address if applicable]

Dear [Third Party's name]

Access to Information Request #: [Request number]

On [date], we notified you that [Public Body] received a request under the *Access to Information Act* (the Act) for the following:

[Request Wording]

Timeframe: [Time Period]

[This record / These records] contain information which could [affect your business interests and/or invade your personal privacy]. [Public Body] has reached a decision about the access request.

OPTION 1: Refuses access to all records:

In consideration of the information available and the requirements of the Act, [Public Body] has decided not to give the applicant access to these records.

Upon notification of this decision, the Applicant has 60 business days to ask for a review by the Office of the Information and Privacy Commissioner under Part 3 of the Act.

OPTION 2: Grants access to partial records:

In consideration of the information available and the requirements of the Act, [Public Body] has decided to give the applicant access to part of the records.

The Applicant will be given partial access to the records unless you ask the Office of the Information and Privacy Commissioner (OIPC) for a review under Part 3 of the Act within 20 business days of the date this notice is given, by [20 business days from date of letter].

To request a review, you must submit a completed Request for Review form with the file number above to the OIPC at Suite 410, 9925 – 109 Street, Edmonton, Alberta, T5K 2J8. The form is available under 'Resources' on the OIPC's website, www.oipc.ab.ca, or you can call 1-888-878-4044 to request a copy

Under section 59(1) you must also notify [head of the public body or delegated individual who can receive request for review with the public body and contact information] if you wish to request a review.

If you do not notify us that a request for review has been made by [21 Days from date of letter], the records will be released to the Applicant.

The applicant may also ask the OIPC to review the decision to not give access, to part of the record, under Part 3 of the Act.

OPTION 3: Grants access to all records:

In consideration of the information available and the requirements of the Act, [Public Body] has decided to give the applicant access to the records.

The Applicant will be given access to the records unless you ask the Office of the Information and Privacy Commissioner (OIPC) for a review under Part 3 of the Act within 20 business days of the date this notice is given, by [20 business days from date of letter].

To request a review, you must submit a completed Request for Review form with the file number above to the OIPC at Suite 410, 9925 – 109 Street, Edmonton, Alberta, T5K 2J8. The form is available under 'Resources' on the OIPC's website, www.oipc.ab.ca, or you can call 1-888-878-4044 to request a copy

Under section 59(1) you must also notify [head of the public body or delegated individual who can receive request for review with the public body and contact information] if you wish to request a review.

OPTION 4: Consent to Release Information by Third Party:

On [date] you consented to the release of information contained in the records. The [Public Body] has determined to grant access to the records. The Applicant will be provided access to the records on [date].

If you have any questions, please contact [name/title, phone number, email address].

Sincerely,

[Name and Title]