



ARCS: 292-30  
File: JTT-2017-72690

September 19, 2017

Sent via email:

Dear

**Re: Request for Access to Records**  
***Freedom of Information and Protection of Privacy Act (FOIPPA)***

I am writing further to your request received by the Ministry of Jobs, Trade and Technology.  
Your request is for:

*Copies of all documents, including e-mails, memos, briefing notes, backgrounders, Power Point presentations, Q&As, manuals, etc., regarding training sessions for new staff on Freedom of Information rules and procedures. (Date Range for Record Search: From 07/18/2017 To 07/28/2017)*

Please find enclosed a copy of the records located in response to your request. These records are provided to you in their entirety.

Please be advised that the Ministry of Citizens' Services has the responsibility for providing corporate FOI training throughout government. These records will be provided in your FOI request CTZ-2017-72680.

Your file is now closed.

These records will be published on the BC Government's Open Information website a minimum of five business days after release. To find out more about Open Information, please access the Open Information website at: [www.gov.bc.ca/openinformation](http://www.gov.bc.ca/openinformation)

.../2

If you have any questions regarding your request, please contact me at 250 953-3609. This number can be reached toll-free by calling from Vancouver, 604 660-2421, or from elsewhere in BC, 1 800 663-7867 and asking to be transferred to 250 953-3609.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Nsabimana', with a stylized flourish at the end.

John Nsabimana, *MPA*- Senior FOI Analyst  
On behalf of Russ Fuller, Manager  
Business and Infrastructure Team, Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
--

If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

**Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:**

Information and Privacy Commissioner  
PO Box 9038 Stn Prov Govt  
4th Floor, 947 Fort Street  
Victoria BC V8W 9A4  
Telephone 250 387-5629      Fax 250 387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.