

FOI Manual – Business Operations

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What is a FOI request?

A formal freedom of information request is any written request for access to a record where the public body has not made a prior determination that the record is available through routine channels. The Act does not replace existing procedures for access or limit in any way access to information that is available to the public outside the Act.

A formal request is made in writing (can be by email as well) and must provide sufficient detail to enable the experienced employee of the public body, with reasonable effort, to identify records sought. The request should be submitted to the public body that the applicant believes has custody or control of the record. The applicant may ask for a copy of the record or to examine the record.

ONLINE FORM

General request <https://extranet.gov.bc.ca/forms/iao/foiform/index.html>

Personal request http://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/initiatives-plans-strategies/open-government/open-information/request_for_access_to_personal_informationedit_nov_24_2016.pdf

OR IN WRITING TO

Information Access Operations
PO Box 9569
Stn Prov Govt
Victoria BC V8W 9K1

Telephone: 250-387-1321
Fax: 250-387-9843
Email: FOI.Requests@gov.bc.ca

There is a duty to assist applicants and we must make every reasonable effort and respond without delay to each applicant openly accurately and completely. The head a public body generally has 30 days to respond after receiving a request. This time limit does not apply when transferring requests or if fee estimates are generated from a request.

All FOI requests are received and processed centrally at the Information Access Operations (IAO) office. When IAO receives an FOI request they then send a "call for records" to the FOI Coordinator for each Ministry/program area. Stefan Egilson is the FOI Coordinator for LSB. The FOI Coordinator's role is to send out the call for records, determine who holds the records, gather the records, and to ensure that timelines pursuant to the FOIPPA are adhered to.

At any time when processing the request it becomes apparent the records are publicly available give this information to the IAO analyst and they will contact the requester and provide or direct them to the records available.

Call for Records

What do I do if I receive the Call for Records?

ESTABLISHING WHO HAS CONDUCT OF THE FILE/RECORDS

Read the request carefully. Sometimes the requests are not for our branch at all. If that is the case respond to the analyst and Justice.Social.FOI@gov.bc.ca suggesting an area that may have records or advising them we don't handle these types of records. In most cases they will not require a 'no records response (NRR)' for this.

Make a complete search on the Central Records database and Legal Files to see if there is a file relating to the issue and who is handling it. Take a look at the Responsibility List on LSB's wiki to see which lawyer handles the issue or something close.

If you can't find anything run it by the ADAG's office by sending them a 'call for records'. Other ways to figure out what group would get the request are surfing the internet on the issue, there may be a recent media article that will give more information and sometimes name the Ministry involved. Look for key words in the request that may point to a Ministry, for example if a request is for Timber Forest Licenses, send this to the senior solicitor for the Resource program area.

Please send to lawyer(s) with conduct and their assistant, if they have one, or the Legal Office Manager (LOM). If the lawyer is no longer with the branch send it to the senior solicitor in the group and copy the LOM.

This link on the LSB home page shows all staff in LSB:
s.15; s.17

The lawyer or supervising lawyer will respond to the coordinator and advise:

- who has conduct of records so the coordinator may forward the CFR to the appropriate individuals; (sometimes they will copy the lawyers with their response)
- if they aware of anyone else the request should be forwarded to.

The LSB lawyer who has conduct of a file that is subject to a FOI request should review their file (physical and electronic) for responsive records, noting any date ranges that are in the request, and ensuring they are only retrieving records that are within the scope of the request.

If records are located off-site they must be recalled immediately (unless the volume/search/retrieval time will exceed three hours - in which case a fee estimate should be prepared). See notes on fee estimates below.

The date the records must be provided to the coordinator will be noted in the email sent by the coordinator. The records must be provided no later than the date given.

The exceptions to this are:

- if the matter is currently in litigation;
- there is a current related proceeding that has not yet completed (details will need to be provided);
- or a fee estimate is being prepared.

The date you must provide the fee estimate will also be provided in the email (this is earlier than the date the records must be provided).

Counsel may provide the records to the coordinator, with their recommendations for exceptions to disclosure noted on each record.

In most cases a file list is sufficient to send to IAO. A template is available for this see below. Please complete then **convert to a PDF** before sending to IAO.

REQUEST NO.	AGT 2010-00000	ACCESS REQUEST REVIEW ATTACHMENT: DETAILED REVIEW OF RECORDS <small>(USE MULTIPLE SHEETS IF NECESSARY)</small>	NAME OF PUBLIC BODY	Ministry of Attorney General
PROGRAM AREA CONTACT			PROGRAM AREA	Legal Services Branch

RECORDS REVIEWED BY (NAME)			POSITION			START DATE			TARGET COMPLETION DATE			ACTUAL COMPLETION DATE		
Heather McDonald			FOI Coordinator			YR	MO	DAY	YR	MO	DAY	YR	MO	DAY
						2010								
DOC NO.	NO. OF PAGES	DOC DATE	DOCUMENT DESCRIPTION	EXEMPTIONS APPLIED	COMMENTS/EXPLANATIONS	THIRD PARTY NOTICE/CONSULTATION								
		YR	MO	DAY										
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														

The LSB lawyer is responsible for providing their recommendations regarding s.14 Solicitor/Client privilege (and if applicable, s.12 - Cabinet and local public body confidence, and s.13 - policy advice or recommendations).

To ensure the coordinator has a complete understanding of the records provided and their context, the coordinator relies on the lawyer to identify any areas of concern regarding disclosure. This assists IAO analysts in assessing any harm contemplated by the FOIPPA, and consider any additional applicable exceptions to disclosure.

When providing records, please describe:

- the search for records including what records were searched (e.g. physical files, email, databases, Legal Files, off-site records, etc); and
- please also indicate the duration of search time and who performed the search for records.

Please note: records that are to have exceptions to disclosure applied are not released to an applicant. The coordinator, however, still requires copies of the records for the file.

What if the responsible lawyer is on vacation, sick or on leave?

If the responsible lawyer is away, the request must go to an alternate/back-up that can assist. Vacations/illness is not considered a valid reason for seeking a time extension for FOI purposes.

What happens after I send the list of documents?

IAO reviews the submission and prepares a sign off package. This is returned to us for signature of the ADAG and sometimes the DAG (where the media or political party is the requestor or the issue is sensitive).

To Summarize:

1. IAO receives an FOI request
2. IAO forwards the request to LSB
3. LSB sends out the call for records to the Supervising Counsel/group/lawyers
4. Within the times provided - Lawyer on the file review records for scope
 - a) If large volume, prepare fee estimate (or provide info to)
 - b) If not large volume, review for exceptions, list and provide to IAO.
 - c) If in litigation advise immediately
 - d) Advise FOI coordinator if records held elsewhere
 - e) Describe search when providing records
 - f) Provide any additional information.
 - g) We then send the pdf or list of documents to IAO

CALL FOR RECORDS EMAIL TEMPLATE

NOTE: - There are a couple of different templates here and these can be adjusted for the request where need be.

New FOI request: REQUEST NUMBER -

We have a request made under the Freedom of Information and Protection of Privacy Act (FOIPPA).

REQUEST: please use the exact wording of the request here

Would you please let me know by year/month/day if you have records within the scope of this request and also let me know if the request should be directed to anyone else who may have records.

If there is a large volume and the search and retrieval time would be over 3 hours, please let me know the estimated volume as we may then be able to request an extension/fee estimate for this request.

Please also advise if any/all of these records are subject to any exception to disclosure – such as s.14 solicitor/client.

If the records are subject to an exception to disclosure they are still required to be listed and provided to IAO (they will not be provided to the applicant), if there is a large volume of records and they are all subject to exceptions to disclosure then we will likely not have to provide them to IAO, but will still need to provide the detailed list. I can assist with creating this list of documents.

IAO requires that we provide the following information when responding to an FOI request:

- A description what records were searched (i.e. Files, email, databases, Legal Files, off-site records, etc)
- The duration of search time
- Who conducted the search for records

Thank you, and please let me know if there is anything I can do to help or any questions I can answer for you.

OR....

CALL FOR RECORDS REQUEST #:

Request Wording/Date Range:

FROM: (media, political party etc.)

The initial search of Legal Files and Central Records Database found the following:

(screen shots of search)

Please let us know by (FEE ESTIMATE DATE minus 1 day)

1. If you have responsive records
2. If it will take more than 3 hours to search and produce them to us
3. If this matter is currently in litigation
4. If this request should be sent to others within LSB

We require a copy of all responsive records for our files so please send them ASAP to JAGLSBFOIRequests@gov.bc.ca

Thank you for your time and attention to this request.

As a reminder you can enter your time in Legal Files under

s.14

Signature block

FEE ESTIMATES

Some FOI requests may require payment of a fee by the requester to obtain records. Fees are charged for the following services:

- Locating, retrieving and producing the record
- Preparing the record for disclosure
- Shipping and handling the record
- Providing a copy of the record

Fees are not charged for:

- The first **three** hours spent locating and retrieving a record
- Time spent removing information from a record
- Applicant's personal information

Average measurements for Records

Use the following averages to estimate the work involved in retrieving a file.

Documents

- The average file folder is one inch thick and contains 200 single-sided pages
- The average legal-sized records box contains 1,800 single-sided pages
- The average letter-sized records box contains 2,200 single-sided pages

Locating & Retrieving Records

When estimating the time required to locate and retrieve a record, consider the following tasks:

- Reviewing file lists and off-site lists and generating a complete list of files
- Consulting with colleagues about the content of specific files
- Recalling boxes from off-site storage
- Pulling paper files out of cabinets
- Pulling specific paper records out of files
- Reading through files to determine relevance; a typical estimate is 15 minutes per one inch file
- Determining how many records might be in each file: to quickly generate an average, pull a random sample of files from all of the files you've located, determine the average number of documents in each file in the sample, use this number to generate an estimate for all of the files and add 10% as a buffer
- Viewing videotapes and listening to audio tapes to determine relevancy
- Searching email records and printing any of relevance
- Locating and printing other digital records of relevance

Don't include the cost of retrieving boxes from off-site storage or of shipping boxes back to off-site storage. However, if records are being transported outside the lower mainland and Victoria, government contracts with the British Columbia Archives Branch may not cover the shipping fees and charges may apply.

If search and retrieval time is anticipated to exceed 3 hours and/or the volume of records exceeds 300 (approximately 1 ½ inches of paper), please advise the FOI Coordinator immediately so they can complete the fee estimate on your behalf. The fee estimate is included on the original Call for Records form section 2.

Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to Section 3)

Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search

Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

Volume

Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)

- 1 Standard Records Centre Services Box:

- If in legal sized folders - 1,800 pages
- If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

- If a fee estimate is being prepared, do not proceed with records search, retrieval or copy, until you have confirmation that the fee is either going to be paid or waived.
- Once the fee has been confirmed with the applicant and payment is received by IAO the following steps occur:
 1. IAO notifies the FOI Coordinator
 2. FOI Coordinator will advise the lawyers to proceed to retrieve, review and scan/photocopy responsive records – a new date for the records to be provided to the coordinator will also be given at that time. Then the records need to be listed and the list sent to IAO.

Note: fee estimates are a cumulative process, so if records are held in two or more LSB areas, those amounts are added together for fee estimate purposes.

RECORDS AS PDF DOCUMENTS

Generally this only applies to PERSONAL requests where actual records must be produced.

Please follow the steps below when producing your PDF records in response to Freedom of Information requests. As always, if you have any questions, please feel free to contact the analyst assigned to your request for more information or clarification.

When producing PDF's

These four steps must be followed, in sequence, to ensure links to Meta data are not live.

1. **Print to PDF:** This feature will flatten your document.
Ctrl + P > select Adobe PDF from your drop down menu of printers > Click OK > choose a save location and give the new pdf a file name then click Save
2. **Examine Document:** This feature will review the background data supporting a pdf and remove any metadata that may be interfering with the Redax process.
Go to Document > select Examine Document > Click Remove button (hit OK if pop-up message appears)
3. **Remove All Links:** This feature will remove email and website links, so they cannot remain active after having been redacted.
Go to Advanced > select Document Processing > select Remove All Links > choose Yes > Save document
4. **QUALITY ASSURANCE** - After the above three steps have been followed; you need to examine the document once more to confirm that the above has worked. If it has worked, the Examine Document process will no longer return a message that states that there are file attachments.

HARMS REVIEW/CONSULT

If other ministry/program areas have records that LSB may have an interest in (correspondence, opinions etc.), a consultation is taken by that program area/ministry and our analyst at IAO will send the records to LSB for the lawyer to review and provide any recommendation as to whether privilege applies.

Questions to ask for Consult/Harms Review

Cabinet / Advice

1. Do the records contain information that was submitted or prepared for submission to Cabinet, or any Cabinet Committee or Treasury Board? If yes, when (or when did it go) is it scheduled to go before Cabinet or TB? Has it been made public? Is it a draft or final submission? Is it public and implemented?
2. Do the records contain information that is policy advice prepared for a public body or minister?

Harmful to government

3. Do the records contain information that could harm the financial or economic interests of the BC government?
4. Do the records contain information that could harm BC's relationship with the Canadian government, another province, a municipality or regional district, an aboriginal government or international state or states? If yes, are any of the records authored by that other party?

Officer of Legislature

5. Are any of the records created by or for, or in the custody or control of, an officer of the Legislature *and* that relate to the exercise of that officer's functions under an Act?

Safety Issues

6. Do the records contain information that could harm a law enforcement matter or the security of a system/property/individual?
7. Do the records contain information that could threaten anyone else's safety or mental or physical health, or interfere with public safety?
8. Do the records contain information that could harm heritage sites, endangered or vulnerable species or other resources?

Available Online / Published or Routinely Releasable

9. Are the records going to be published or released to the public in the next 60 days? If yes, what is the date of publication?
10. Are any of the records available for purchase? If yes, where are these records available? Describe or give link.
11. Are any of the records manuals, instructions or guidelines issued to the officers or employees of the public body, or substantive rules or policy statements adopted by the public body? If yes, where are these records available? Describe or give link.

Business Interests and Personal Privacy of a Third Party

12. Do the records contain information that could harm the business interests of a third party? If yes, do you recommend consultation with that third party?
13. Do the records contain information that if released would be an unreasonable invasion of a third party's personal privacy?

Legal Action

14. Do any of the records relate to a prosecution that has not been completed?
15. Do the records contain information that is subject to solicitor client privilege and/or used in litigation? If yes, do you recommend a consultation with the Ministry of Justice on the records?

Are there any other harms/concerns that IAO should be aware of?

FOI CONSULT EMAIL TEMPLATE

There are also two options here:

Good morning,

We have received a request to review some records excerpted from a larger records package in response to the following FOI request:

REQUEST #

We have done an initial review of this consultation and would appreciate your comments.
Please review the attached records and provide your comments as to whether IAO should apply s.14 solicitor/client privilege or another exception under FIPPA to some or all of the records.

I need to have this information back to the IAO by XXXX current year

Thank you, and please let me know if there is anything I can do to help or any questions I can answer for you. If I cannot answer the question, we can talk to one of the FOI lawyers.

OR...

CONSULTATION REQUEST #:

We have received a request to review some records excerpted from a larger records package in response to the following FOI request:

(request wording)

Please review the attached records and indicate whether section 14-legal advice or another section of FOIPPA will apply.

Your response is needed on or before XXXX 2017.

Please reply immediately if this consultation is best addressed by someone else in your program area or another program area within LSB.

All replies should be sent to JAGLSBFOIRequests@gov.bc.ca

Thank you for your time and attention to this consultation.

As a reminder you can enter your time in Legal Files under

s.14

Signature block

Please note no call for records is required for consults-records have already been provided and we are just giving an opinion on Harms. A sign off is not needed on consults unless we feel that it is needed on a sensitive issue, this doesn't happen very often.

CALENDAR PROCEDURES (for FOI Coordinator)

1. Request clean copy of previous month calendar from ADAG staff in first week of the new month.
2. Make a second copy to mark for FOI- see saving calendar pdf document.
3. Receive calendar requests for ADAG from IAO- this comes as a request for records and looks like this:

CALENDAR REQUESTS for October 2016 (please fill in spaces below and include when forwarding records to the J/S mailbox)

Owner of Calendar:

Position Title:

REQUEST WORDING:

The Assistant Deputy Ministers' Outlook Calendar for the timeframe of October 1, 2016 to October 31, 2016.

- Please send responsive records to the Justice/Social FOI mailbox at justice.social.foi@gov.bc.ca, and specify the name(s) and title of the person whose calendar it is.
- Records are due by November 17, 2016.
- Please contact the assigned analyst if you have any questions or concerns – **Liz Babecy (250) 952-6353**.

What Do You Need to Do?

- Please send clean calendars as quickly as possible. This will allow analysts to begin their review ASAP.
- If you wish to provide a marked copy as well, please focus your markings on entries where it may not be obvious that releasing the information is harmful (such as legal advice, confidential Cabinet items, etc.). If you have **Adobe Standard or Professional** you can use the "sticky note" feature

4. Initially highlight and show suggested redactions in the popup box.

March 1, 2017

Wednesday

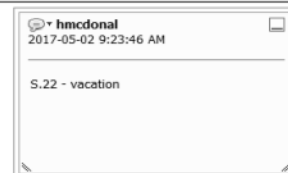
All Day

s.22

-- A/Sharna Kraitberg

9:00 AM - 9:30 AM

FPT Meeting -- ADAG Office



Please see the ADAG calendar acronym sheet below for help as these entries can look quite cryptic and hard to understand.

NOTE: the email IAO sends says no need to sever any personal information but this is often missed by IAO so please sever for personal information.

Generally we sever for; **section 14 - legal advice**, **section 12 - cabinet advice**,

section 22 - *personal information* - vacation, teleconferencing info, personal appointments, personal cell phone number etc.

Send any questions to the ADAG by snipping the line in question with the date and asking the question. They will get back to us with the answers, make the entries.

April 1

4:15 PM - 5:15 PM

Special Sitting for Mel Hunt -- Victoria Courthouse, Courtroom 401

5. Send to IAO two copies; the clean copy received from ADAG admin staff and the one marked for FOI.
- s.14; s.15

s.14

SAVING CALENDARS AS PDF

This process has been developed between IAO and applicants who ask for the calendars.

Please follow it each time we have a calendar request.

Provide records in "Calendar Details Style"

- Open the calendar you want to print
- Click on File
- Select Print
- In the File Style box, scroll down to and select "Calendar Details Style"
- Select the date range
- Select "Adobe PDF" as your printer, print, save to your desktop and send the resulting .PDF document (if this option is not available, please print a hard copy, scan and send the .PDF)

CALENDAR ANACRONYMS

ADAG - Assistant Deputy Attorney General

AME – Association for Mineral Exploration

CBA – Canadian Bar Association

CCST – Cabinet Committee Secure Tomorrow

DAG - Deputy Attorney General

Exec BI Dashboard – Business Intelligence

Farris – Farris Vaughan Wills & Murphy

FPT – Federal Provincial Territorial Governments

GNW – Great Northern Way

Godfrey Archbold – from Land Title and Survey Authority Office

IEPC – Preparedness Committee

IGT – Intergovernmental Relations

IMIT – Committee that manages large projects

IRP – Immediate Roadside Prohibitions

JCC - Justice Coordinating Committee

JPSC - Justice & Public Safety Council

LCJEC – Legal Counsel Job Evaluation Committee

LIMS - Legislative Information Management System

LRC - (CRT) Legislative Review Committee (Civil Resolution Tribunal)

LTA – Land Title Act Amendments

LTSA – Land Titles Survey Authority

MARR - Ministry of Aboriginal Relationship and Reconciliation

MIBIA – Ministry of International Business and Immigration Act

MPAO/Meredith – case names for SCC labour matters

MSA - Minister Susan Anton

MW - Meeting With

NRS – Natural Resource Sector

ODT - Organizational Development Team

PAD – Physician Assisted Suicide

PCTIA – The Private Career Training Institutions Agency

POV – Premier’s Vancouver Office

PPP – Provincial Private Partnerships

RCY - Representative for Children and Youth

SCC – Supreme Court of Canada

SDSI – Social Development and Social Innovation

SOIRA – Sex Offender Information Registry Act

Synopsis Chart – to do with BCTF matter (BC Teacher Federation)

FIPPA EXCEPTIONS s.14

SECTION	REASON
12	Cabinet and public body confidence
13	Policy Advice or Recommendations
14	Legal Advice (litigation or solicitor client privilege)
15	Harmful to Law Enforcement (f) Endanger the life of ...any other person (l) Harm to the security of a computer system, can be used for file paths and database names.
16	Intergovernmental Relations/ Negotiations
17	Financial/Economic Interests of Public Body
18	Conservation of Heritage Sites
19	Individual or Public Safety
20	to be published/released w/in 60 days
21	Business Interest of third party
22	Personal Privacy

For more detailed information on each of these exceptions please see Freedom of Information and Protection of Privacy Act -Freedom of Information- Division 2-Exceptions

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual>

RIGHT TO ASK FOR A REVIEW

Overview

This section provides applicants with the right to ask the Information and Privacy Commissioner (Commissioner) to review any decisions, actions or omissions of a head of a public body in relation to a request under the Act, unless the decision was made by the Commissioner in relation to records of the Office of the Commissioner.

Third parties who have been notified of a decision to give access to information that might harm their personal privacy or their business interests also have a right to ask the Commissioner to review any decision the head of a public body makes in relation to that request before any information is disclosed, unless the decision was made by the Commissioner in relation to records of the Office of the Commissioner.

In circumstances where the records are the responsibility of the Commissioner, an applicant or third party may seek a review by an adjudicator under section 60.

- A refusal to grant access to a record on the ground that the record is excepted from release under sections 12-22 (Exceptions);
- A refusal to grant access to a record on the ground that the record does not exist;
- A decision to grant access to only part of the record requested;
- A failure of the head to exercise proper discretion in excepting information from release under sections 13 to 20;
- A decision to grant access to a record that contains information that may harm personal privacy or business interests of a third party;
- A refusal to confirm or deny the existence of a record under section 8(2) (Contents of a response);
- A refusal to allow the applicant to examine the original record under section 9(3) (How access will be given);
- A decision to extend the time limit under section 10 for responding to a request;
- A refusal to make a correction to personal information as requested under section 29;
- A decision regarding the amount of a fee charged or the failure to waive a fee under section 75; and
- Any decisions that are grounds for complaint under section 42(2) (General powers of commissioner).



HOW TO ASK FOR A REVIEW

Section 53 states the process:

Overview

This section sets out the procedure and time limits an applicant must observe when asking the Commissioner for a review of any decision, act, or failure to act by the head of the public body in relation to a request under the Act.

REFERENCES

BC Government FIPPA Policy and Procedure Manual

<http://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual>

Information Management Act

<http://www.fmi.ca/media/860032/D%20Curtis%20IMA%20Presentation%20DC%20v%200.2.pdf>

Releasing Information in response to an FOI Request

<http://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/access-to-information>

LSB Wiki page

s.15; s.17

Freedom of Information and Protection of Privacy ACT-FIPPA

http://www.bclaws.ca/civix/document/id/consol26/consol26/96165_00

Personal Information Protection Act

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_03063_01

Open Information and Open Data Policy

<http://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/information-management-technology/information-privacy/resources/policies-guidelines/open-information-open-data-policy.pdf>

Disclosures in the Public Interest

http://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/information-management-technology/information-privacy/resources/tip-sheets/disclosures_in_public_interest_tip_sheet.pdf

Exceptions to Disclosure under FIPPA

[http://www.bclaws.ca/civix/document/LOC/complete/statreg/--%20F%20--/Freedom%20of%20Information%20and%20Protection%20of%20Privacy%20Act%20\[RSBC%201996\]%20c.%20165/00_Act/96165_02.xml#division_d2e1078](http://www.bclaws.ca/civix/document/LOC/complete/statreg/--%20F%20--/Freedom%20of%20Information%20and%20Protection%20of%20Privacy%20Act%20[RSBC%201996]%20c.%20165/00_Act/96165_02.xml#division_d2e1078)

Guideline to OIPC processes

<https://www.oipc.bc.ca/guidance-documents/1599>

contact:

MAG - Ministry Privacy Officer: Karine Bordua

Email: Karine.Bordua@gov.bc.ca

Ministry Privacy Officer – Your ministry privacy officer is responsible for implementing the privacy management and accountability policy in your ministry and serves as your primary contact for privacy-related questions.

Your privacy officer also manages your ministry's specific privacy training and policy needs and reviews all privacy impact assessments, information sharing agreements and research agreements before they're completed.

Helpline – 250-356-1851

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Withheld pursuant to/removed as

s.14

s.14

s.14

Index of useful contacts:

FOI contacts for Liquor Distribution Branch which is a part of AG as of July 2017.

Liquor Distribution Branch IPAserv@bcldb.com

Liquor Control and Licensing Branch LCLB.FOI@gov.bc.ca

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