



How to Make a Request for Information under the Freedom of Information and Protection of Privacy Act

- ▷ The FOIPP Act came into effect in British Columbia in 1993.
- ▷ The Act provides individuals with specific information and privacy rights with regards to Information that is collected or controlled by Public Bodies in BC.
- ▷ To request access to records a person must write to the Information and Privacy Office of the Public Body that you think has the records you want. An example of a Public Body is the Ministry of Children and Family Development.
- ▷ A person must describe the records as clearly and completely as possible and request access to them.
- ▷ The Act states that a Public Body must respond to your request within 30 business days.
- ▷ A Public Body cannot charge a person for access to their own personal information.
- ▷ To request records from the Ministry of Children and Development write to them at:

INFORMATION AND PRIVACY BRANCH
MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT
P.O. BOX 9702
STN. PRO. GOV.
VICTORIA, BC V8W 9S1

PHONE: (250) 387 - 0820
FAX: (250) 387 - 0817

- ▷ The Request for Access to Records form and the FOIPP Act can be accessed at <http://www.oipc.bc.ca>.