

WHAT AN APPLICANT NEEDS TO KNOW: YOUR RESPONSIBILITIES & GOVERNMENT'S RESPONSIBILITIES

Your General Responsibilities as an Applicant:

Now you have made a Request for Review to the Freedom of Information and Protection of Privacy Review Officer under either the *Freedom of Information and Protection of Privacy Act* or *Part XX* of the *Municipal Government Act*. Here is some very important information about your role and responsibilities as an applicant. You will be responsible for:

Watching Timelines: Be very careful to observe timelines. If you are asked to provide information within a certain period of time, please do so. If you require more time, ask your contact at the Review Office if that can be arranged. Your file will be closed if you do not provide the information relevant to move the file forward in accordance with the deadline provided by the Review Office.

Updating your Contact Information: You need to keep the Review Office up to date about your contact information such as mailing address and phone number. If you cannot be contacted and deadlines are missed as a result, the file is considered "abandoned" and will be closed.

Discontinuing your Request for Review: Inform the Review Office if you no longer need to continue with the Review. This may include situations where the requested information was obtained another way, the matter is now before the courts or you are no longer interested in pursuing the Request to Review. The Review Office has many files and it is important for us to know if your file can be closed.

Retaining the Copy of the Record you Received: If you receive some information that you requested from the public body, please keep this Record separate from all your other documents. If the public body does not provide an index or if the Record pages are not numbered when you receive it, number it yourself in pencil. The Review Office staff may request that you provide a copy of the Record you received from the public body or Review Office staff may refer to the Record when speaking with you.

Retaining Copies of Communications with the Public Body: Keep copies of any relevant documents including all types of communications, such as letters, notes made in your discussions and any information the public body provided to you.

Requesting Information you Provide be Kept Confidential: Be aware that Requests for Review are shared with the public body and anything else you send to the Review Office may be shared with the public body. If you wish to provide information confidentially, you need to make a specific request to provide the information *in camera* (confidentially) but only with the prior permission from the Review Officer.

Additional Information: You may need to provide additional information in certain circumstances. The Review Office staff will tell you if this applies to your Request for Review.

Government Responsibilities as Public Bodies:

Under law, municipal and provincial government and other public bodies have a "duty to assist" you when you make an Application for Access to a Record. This means the applicable laws place a responsibility on public bodies to make every effort to assist you when you make an access to information request by providing an open and accurate decision with reasons in a timely fashion.



Contact

The Review Office:

Mail: PO Box 181 Halifax, NS B3J 2M4
Phone: (902) 424-4684
No Charge-Dial: 1-866-243-1564
Fax: (902) 424-8303

