



Freedom of Information & Protection of Privacy Act (“FIPPA”)

HOW TO FILE A COMPLAINT TO A PUBLIC BODY

FIPPA gives the public a right to file a complaint with the Office of the Information and Privacy Commissioner (“OIPC”) about any of the following:

- A duty required by the act has not been performed;
- An extension of time for responding to a request is not in accordance with the Act;
- A correction request was refused without justification;
- A fee required is inappropriate;
- Personal information has been inappropriately collected, used or disclosed by a public body;
- A search for records was not adequate.

It is the policy of the OIPC to defer investigating a complaint if the complainant has not first given the public body an opportunity to respond to and attempt to resolve the issue. To help the public body address your concerns, we recommend you **complete this form and give it to the public body.** Once you have had a response from the public body, if you remain dissatisfied, you may wish to contact the OIPC who will then consider whether further action is necessary.

NAME OF PUBLIC BODY TO WHICH YOU ARE DIRECTING YOUR COMPLAINT			
PUBLIC BODY REQUEST / FILE NO. (if applicable)		YOUR NAME	
	First Name	Last Name	Pronoun
YOUR ADDRESS			
Street, Apt.#, PO Box #, RR#	City/Town	Province	Postal Code
YOUR TELEPHONE /FAX NUMBER(S)			
Day Phone #	Alternate Phone #	Fax #	Email Address:

NATURE OF COMPLAINT		
Fee levied is inappropriate	Explanation for withholding information is insufficient	My personal information has not been adequately protected
Request for fee waiver denied	Inappropriate collection of my personal information	My correction request was refused without justification
A time extension to respond to my access request is inappropriate	Inappropriate use of my personal information	Public body did not respond openly, accurately and without delay
No response received and no extension has been taken	Inappropriate disclosure of my personal information	Search for records not adequate
Extension has expired and no response received.		

PROVIDE THE SPECIFICS / DETAILS OF YOUR COMPLAINT HERE**

WHAT RESOLUTION / REMEDY ARE YOU SEEKING?***

*Please attach a letter if there is not enough room on this form.

Signature: _____ Date: _____