

March 17, 2014

Mr. Colin Craig
1881 Portage Avenue
PO BOX 42123
Winnipeg MB R3J 3X7

Dear Mr. Craig:

Re: Application for Access – TCHSCP 328.14

On January 31, 2014 Tourism, Culture, Heritage, Sport and Consumer Protection received your request for access to the following records:

“...Please provide documentation on any emails, memos, notices or other documentation provided to FIPPA coordinators (and assistants) noting the need to ensure confidential information is blacked out or removed completely. The time frame for documents being sought is from August 1, 2013 to the present.”

Please be advised that during the time period cited, the department's Information and Privacy Policy Secretariat (IPPS) did not send out emails, memos or notices about the need to ensure confidential information is blacked out or removed completely.

In keeping with Section 12 (1) of *The Freedom of Information and Protection of Privacy Act*, we therefore advise that access is denied because records containing the information that you have requested do not exist.

Contents of response

12 (1) in a response under Section 11, the head of a public body shall inform the applicant

- (a) whether access to the record or part of the record is granted or refused;
- (c) if access to the record or part of the record is refused,
- (i) in the case of a record that does not exist or cannot be located, that the record does not exist or cannot be located.

While no responsive records exist, we would note that the Secretariat did stress the importance of document severing and ensuring it was effective at a monthly FIPPA coordinators meeting which took place during the time period cited. The Secretariat also followed its normal practice of providing direction on severing during one-on-one training for new access coordinators, which took place during this period.

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint to the Manitoba Ombudsman about this decision. You have 60 days from the receipt of this letter to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 – 500 Portage Avenue
Winnipeg MB R3C 3X1
(204) 982-9130
1-800-665-0531

Should you have any questions concerning your application, please feel free to contact Ms Lou Remillard, our Access and Privacy Coordinator, at (204) 945-2598.

Yours truly,

A handwritten signature in black ink, appearing to read "David Paton". The signature is fluid and cursive, written over a light blue horizontal line.

David Paton
Access and Privacy Officer