

The Office of the Information and Privacy Commissioner (OIPC) provides independent oversight and enforcement of BC's access and privacy laws. Under the *Freedom of Information and Protection of Privacy Act* (FIPPA), [section 52](#), applicants may ask the Information and Privacy Commissioner (Commissioner) to review the manner in which BCIT has responded to their Freedom of Information (FOI) request for access to records.

HOW TO ASK FOR A REVIEW

Applicants who wish to request a review of the FOI decision by BCIT must take the following steps:

1. Contact BCIT's Information, Access and Privacy Office (IAPO) at foi@bcit.ca and explain the nature of any concern(s).

OIPC's policy is to refer a complainant back to the public body (in this case, BCIT) when the public body has not had an opportunity to respond to and attempt to resolve the complaint.

2. If after 30 business days you have not received a response from BCIT, you can request a review from OIPC by submitting the application for review and accompanying documents in the following manner:

Mail: Office of the Information and Privacy Commissioner
PO Box 9038, St. Prov. Govt. Victoria, B.C. V8W 9A4
Fax (250)387-1696
Email: info@oipc.bc.ca

A Request for Review must be in writing and include the following:

- The file/request number assigned to your request by BCIT (e.g. 2019-001);
- A copy of BCIT'S response to your request;
- A copy of your original request that you sent to BCIT;
- Any correspondence with BCIT that shows your attempts to resolve the matter; and
- The applicants' name and contact information (i.e. address, telephone number and fax number or email address, if fax or email is the preferred form of communications).

For more information on how to file a complaint or request a review, see the OIPC website at: <https://www.oipc.bc.ca/for-the-public/how-do-i-request-a-review/>