

Requirements for Providing Processing Files to the Office of the Information and Privacy Commissioner

Please send all processing files in electronic format. These can either be by email, USB, or MFT. If sending us files by email from outside of the PEI government network or by USB, please encrypt these files, and call us to tell us the password. We can send you a link to securely send file(s) via Managed File Transfer (MFT).

Please ensure all files are clearly named so they can be easily identified.

The Processing File should contain the following as **separate files**:

1. Table of Contents
2. Access Applicant's Request – ensure the original access request is included, even if it's a Third Party request for review
3. Correspondence – correspondence is to be separated by type, e.g. separate Third Party consults; consults with other Public Bodies; correspondence with Applicant; correspondence with searcher (search report), etc.
4. Decision Letter – including any supplementary decision letters
5. Responsive Records Redacted – number the pages and ensure numbering aligns with unredacted records
6. Responsive Records Unredacted – number the pages and ensure numbering aligns with redacted records
7. Index of Severances – this should indicate the responsive record page number, brief description of the record (e.g. Council Minutes April 20, 2024), and the section(s) of the Act that are applied (including clauses and subclauses, as applicable)