



## OTTAWA POLICE SERVICE

### Notice of Law Enforcement Exemption from Requirement to Make Disclosure Regarding Third Party Access to Information

#### *Personal Information Protection and Electronic Documents Act (“PIPEDA”)*

INCIDENT NO. \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

You are hereby notified that the Ottawa Police Service (“OPS”) is conducting a law enforcement investigation. As part of and in relation to this investigation, OPS has obtained Personal Information held by your organization regarding an individual known as \_\_\_\_\_.

Under PIPEDA, this individual may request that your organization inform him or her regarding any disclosure of their personal information you may have made to any third parties, including OPS, including information concerning what was disclosed.

PIPEDA requires, in the case of law enforcement disclosures made to OPS, that your organization, (a) shall, in writing and without delay, notify OPS of the request made by the individual, and (b) shall not respond to the individual’s request before either 30 days have passed since you sent OPS the notification, or OPS has notified you that it does not object to your compliance with the individual’s request.

If OPS gives your organization notice, within 30 days, that it objects to your compliance with the individual’s request, on the basis that compliance might be injurious to law enforcement or intelligence gathering in aid thereof, then PIPEDA further provides that your organization shall (a) simply refuse the individual’s request, (b) notify the federal Privacy Commissioner in writing and without delay of the refusal, and (c) not disclose to the individual what personal information was involved, the fact that you notified OPS or the Commissioner, or that OPS has in fact objected.

In summary, if a request is made by this individual to identify third party access by OPS for law enforcement purposes, your organization must not reply to the request but must notify in writing the Officer in Charge of the Investigation, listed below, without delay:

Name of Ottawa/Unit: \_\_\_\_\_

Address: Ottawa Police Service, P.O. Box 9634, Station “T”, Ottawa, Ontario. K1G 6H5

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_