



The Best Place on Earth

Our File: 292-40/PSA-2009-046

August 27, 2009

William Warren Munroe
763 Beach Road
Qualicum Beach, BC V9K 1S2

Dear William Munroe;

On April 23, 2009 the Privacy and Records Management Branch of the BC Public Service Agency received your request under the *Freedom of Information and Protection of Privacy Act* (the Act) for access to:

**'Employee File # 119463 (William Warren Munroe)
Transcripts from October 13, 2005 meeting with Carole Gore (Human Resources).
Transcripts from June 22, 2007 meeting before Vince Ready
Book of documents from BC Public Service Agency given to Vince Ready on
June 22, 2007.'**

"Section 30 of the Act states: A public body *must* protect personal information in its custody or under its control by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal."

In keeping with this protection requirement it is necessary for us to ensure the identity of the applicant prior to handing over or providing any records containing personal information. Please provide either a copy of primary and secondary identification or two copies of primary identification within the next 30 days to the undersigned. I am sure you respect our efforts to protect your personal information.

Identification as listed below can be photocopied and sent by mail, or scanned and sent by email, or faxed to the person named below. Please quote this file number: **PSA-2009-046** on the copy. It will be retained, securely, as part of your FOI application file for a minimum of one year and will not be used for any other purpose.

We will accept any one of the following as primary ID. (Must show your legal name and date of birth.):

- B.C. driver's licence or learner's licence (must have your photo)
- B.C. Identification (BCID) card
- Canadian birth certificate (sorry, a baptismal certificate is not acceptable)
- Issued by Government of Canada:
 - Canadian Citizenship Card
 - Permanent Resident Card
 - Canadian Record of Landing/Canadian Immigration Identification Record ...2

Ministry of Education

Privacy & Records Management

Providing services to:
Ministry of Advanced Education & Labour Market Development
Ministry of Education
BC Public Service Agency

Mailing Address:

PO Box 9144 Stn Prov Govt Victoria BC V8W 9H1
Telephone: 250-356-7508 Facsimile: 250-952-6995

Courier Address:

2nd Floor 521 Superior Street Victoria BC

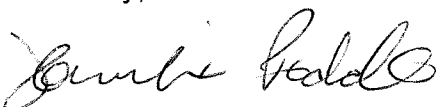
- Study, Work, Visitor or Temporary Resident Permit (formerly Minister's Permit). See important note.
- Identity Card (Issued by Department of Foreign Affairs and International Trade to foreign representatives accredited to Canada and eligible members of their family)

We will accept any one of the following as secondary ID. (Must show your name, signature and/or photo.):

- School ID card (student card)
- Bank card (only if applicant's name is on card)
- Credit card (only if applicant's name is on card)
- Passport
- Foreign birth certificate (sorry, a baptismal certificate is not acceptable)
- Canadian or U.S. driver's licence
- Naturalization certificate
- Canadian Forces identification
- Police identification
- Foreign Affairs Canada or consular identification
- Vehicle registration (only if applicant's signature is shown)
- Picture employee ID card
- Firearms Acquisition Certificate
- Social Insurance Card (new style without signature strip not acceptable)
- B.C. CareCard
- Native Status Card
- Parole Certificate ID
- Correctional Service Conditional Release Card

If you have any questions, please call me at (250) 356-2503. E-mail: jennifer.peddle@gov.bc.ca

Yours truly,



Jennifer Peddle
Sr. Information and Privacy Policy Analyst
Fax: 250- 952-6995