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d'information  
est disponible  
en français.

# YOUR RIGHT TO KNOW:

## Requesting information from New Brunswick public bodies

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Under the ***RIGHT TO INFORMATION AND PROTECTION OF PRIVACY ACT***, you have the right to access information held by New Brunswick public bodies. This law also protects private and confidential information, so there are some limited and specific exceptions to your right of access.

### WHAT ARE PUBLIC BODIES?

Public bodies include government departments, Crown corporations (such as NB Liquor, NB Police Commission), government boards, commissions or agencies, municipalities (villages, towns and cities), municipal police forces, fire departments, public universities, and public colleges (such as NB Community Colleges).

As of October 1<sup>st</sup>, 2012, educational bodies such as public schools and school districts will become subject to the law, and you will have the right to access information held by them at that time. For a complete list of public bodies, please visit our website at [www.info-priv-nb.ca](http://www.info-priv-nb.ca).

### HOW DO I GET INFORMATION FROM PUBLIC BODIES?

You can access information by making a request. Your request is made to the public body you believe has the information you want.

You can use a *REQUEST FOR INFORMATION* form, or simply write a letter which includes:

- your name and contact information;
- the date of the request;
- the name of the organization on behalf of which you are making the request (if the case);
- that you are making the request under the *RIGHT TO INFORMATION AND PROTECTION OF PRIVACY ACT*; and,
- whether you would prefer to examine the documents or receive a copy.

Be sure to specify which information you are requesting and provide as much detail as you can. This will enable the public body to better understand what you are looking for and to assist you.

### **IS THERE A COST TO REQUEST INFORMATION?**

In New Brunswick, there are no fees for making a request to access information from public bodies.

### **WHEN CAN I EXPECT A RESPONSE?**

Public bodies have 30 days to respond to your request for information.

In certain cases, such as when a large number of records need to be searched to respond to the request, the public body may extend the time limit for an additional 30 days, or ask the Commissioner for more time to process your request, if necessary.

### **WHAT IF I DO NOT GET A RESPONSE OR AM NOT SATISFIED WITH THE RESPONSE GIVEN?**

You have the right to complain. In order to do so, you may choose one of two options:

- you can file a complaint with the Commissioner (no costs to you); or,
- you can refer the case to the Court of Queen's Bench (with court filing fees).

Once you have chosen one option, you cannot use the other. In either case, the Commissioner or the Court will determine whether you received access to the information you were entitled to receive.

*For more information, visit our website at [www.info-priv-nb.ca](http://www.info-priv-nb.ca)  
or contact us at:*

 506.453.5965 Toll-free: 1.888.755.2811

 [access.info.privacy@gnb.ca](mailto:access.info.privacy@gnb.ca)