

Template letter 6

Letter communicating the decision on a request

[Date]

[Name and address of requester]

Dear [name]

Official information request for [brief detail of the subject matter of the request]

I refer to your official information request dated [date] for [quote or set out detail of request].

[Use if granting the request in full and releasing information immediately]

The information you have requested is enclosed.

[Use if granting the request in part and releasing information immediately]

Part of the information you have requested is enclosed. However, we have decided to refuse your request for information which relates to [describe information withheld] under section [detail relevant section(s) of the OIA / LGOIMA]. [Describe relevant harm, and consideration of the public interest in release, if applicable].

[Use if granting the request in full and releasing information at a later date]

We have decided to grant your request. However, it will take us some time to prepare the information for release. We will send you the information by [date].

[Use if granting the request in part and releasing information at a later date]

We have decided to grant your request in part, namely information which relates to [describe information to be released]. However, it will take us some time to prepare this information for release. We will send you that information by [date]. We have also decided to refuse your request for information which relates to [describe information withheld] under section [detail relevant section(s) of the OIA / LGOIMA]. [Describe relevant harm, and consideration of the public interest in release, if applicable].

[Use if including contextual information]

In order to provide you with further context in terms of the information you have requested, please note that [set out or refer to contextual information to be provided].

[Use if releasing information in a different form to that explicitly asked for by the requester]

You asked for the information to be released to you [specify form of release asked for by requester]. However, we cannot release the information in that form as [this would impair efficient administration / be contrary to our legal duty to [specify legal duty] / prejudice the

interests protected by section [detail relevant section(s) of the OIA / LGOIMA]. [Describe relevant harm, and consideration of the public interest in release, if applicable]. We have therefore decided to release the information to you [specify form in which information will be released].

[Use if imposing conditions on release]

The information is released to you on condition that [specify relevant conditions including any relevant timeframes], as [describe relevant harm the condition is intended to protect].

[Use if refusing the request in full]

We have decided to refuse your request under section [detail relevant section(s) of the OIA / LGOIMA]. [Describe relevant harm, and consideration of the public interest in release, if applicable].

[Use in all cases—unless request granted in full immediately]

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

[Use if the response will be proactively released on the agency's website]

Please note that it is our policy to proactively release our responses to official information requests where possible. Our response to your request will be published shortly at [URL], with your personal information removed.

Yours sincerely

[Name]

Encl List documents enclosed