

Response to Applicant - Full Disclosure

October 7, 2019

Dear:

**Re: Your request for access to information under Part II of the *Access to Information and Protection of Privacy Act* [Our File HRS-47-2019 and HRS-48-2019]**

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On October 3, 2019 the Human Resource Secretariat (HRS) received your requests for access to the following records:

*Copy of the Job Description for the Conservation Officer III at Eastern Regional Services / Fisheries and Land Services*

You clarified your request on October 3, 2019 to include the job advertisement and the job classification descriptions. HRS sent an email on October 3, 2019 advising the information requested was available publicly. Where there are existing processes in place for specific records as per *Section 3(3) of ATIPPA, 2015*, HRS asked your requests be withdrawn. HRS did not receive a reply.

Job descriptions can be viewed <https://www.exec.gov.nl.ca/exec/hrs/jobeval/index.asp#C>. Should you have any questions regarding the classification description, please contact the Classification and Organizational Design. Please contact Strategic Staffing for a copy of a job advertisement.

The *Access to Information and Protection of Privacy Act* requires us to provide an advisory response within 10 days of receiving the request. As this request has been completed prior to day 10, this letter also serves as our Advisory Response.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the *Access to Information and Protection of Privacy Act* (the Act). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner  
2 Canada Drive  
P. O. Box 13004, Stn. A  
St. John's, NL. A1B 3V8

Telephone: (709) 729-6309  
Toll-Free: 1-877-729-6309  
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act.

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you. It is the goal to have the responsive records posted to the Completed Access to Information Requests website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please feel free to contact me by telephone (709) 729-6158 or by e-mail at [kimberlyryan@gov.nl.ca](mailto:kimberlyryan@gov.nl.ca).

Sincerely,

A handwritten signature in cursive script that reads "Kimberly Ryan".

Kimberly Ryan  
ATIPP Coordinator