

Response to Applicant - Full Disclosure

September 30, 2019

Section 40(1)



Dear 

Section 40(1)

Re: Your request for access to information under Part II of the *Access to Information and Protection of Privacy Act* [Our File HRS-45-2019]

On September 25, 2019 the Human Resource Secretariat (HRS) received your request for access to the following records:

I would like information regarding the keeping of notes that have been made at an interview for a job in the provincial government. Is there a policy that must be followed in order to give a candidate a review of the interview. If there is a retention time how long. Is this policy government wide. This does not include managerial positions

The Human Resource Secretariat sent on email on September 25, 2019 advising this was not an ATIPP request as the information is available publicly and requested withdrawal of your request. Where there are existing processes in place for specific records as per *Section 3(3) of ATIPPA, 2015*, this request would need to be processed through ATIPP:

Section 3(3) This Act does not replace other procedures for access to information or limit access to information that is not personal information and is available to the public.

HRS did not receive a reply.

As stated in the email, applicants can receive information/feedback as it relates to themselves. Interview questions are not released and any notes taken during interview are transitory as they help to inform the assessment of an applicant. Therefore are not a final record or part of a competition file. An applicant who has any questions regarding a competition and seeking feedback on the interview process should contact the Selection Board Chair (SBC) for the competition.

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

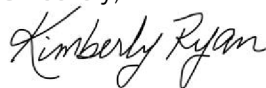
Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500

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.

Sincerely,

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

Kimberly Ryan
ATIPP Coordinator