

Dec. 4, 2018



s.40(1)

Dear

Re: Your request for access to information under Part II of the *Access to Information and Protection of Privacy Act* [Our File # HRS-29-2018]

On November 5, 2018 the Human Resource Secretariat (HRS) received your access to information request for the following:

"I am requesting emails, briefing notes, telephone conversation and meeting minutes regarding any/all training for staff employed at 319 Duckworth Street (Office of the High Sheriff) holding the position title of Administrative Officer, Court Clerk 1, Jury Coordinator, Policy and Planning Analyst, Judgement and Enforcement Officer, Manager of Equipment, Training and Organizational Development, Management Analyst, Clerk Typist 111, Accounting Clerk 11, Accounting Clerk 11 and Judgement Enforcement Clerk. Specifically training completed to be part of the hiring selection process for the Public Service Commission, representing hiring at the Office of the High Sheriff."

You clarified that the timeframe for this request was December 2016 to current date (i.e. date we received your request).

Please be advised that the HRS has completed a search for records and has determined that there are no records responsive to your request. As part of the hiring selection process, the HRS only provides selection board chair (SBC) training. Records maintained by the HRS do not document position titles of those who completed training but relevant staff were able to determine, from a review of their records, that training had not occurred with any employees of the Office of the High Sheriff for the period in question.

It should be noted that while training is provided by the HRS, the Public Service Commission (PSC) provides final SBC certification. Should you wish to know more about the roles and responsibilities relating to this process, please review the PSC policy available on their website: https://www.psc.gov.nl.ca/psc/policies/pdf/selection_board_chair_policy.pdf

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:

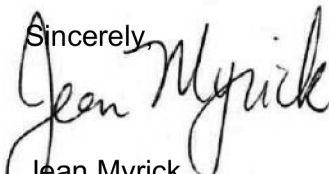
Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John's, NL. A1B 3V8

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 this letter will be published following a 72 hour period after it is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the letter 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 relating specifically to this request, please feel free to contact me by telephone at 709-729-7156 or by e-mail at jeanmyrick@gov.nl.ca.

Sincerely,

Jean Myrick
ATIPP Coordinator