



**NOTIFICATION LETTER TO A PERSON
AFTER PERSONAL HEALTH
INFORMATION HAS BEEN RECEIVED BY
A DIRECTOR UNDER SECTION 96 OF
THE *CHILD, FAMILY AND COMMUNITY
SERVICE ACT***

[Date of Mailing]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Re: Notice of personal health information being received under Section 96 of the *Child, Family and Community Service Act* (CFCSA)

This letter is written notice that a delegated director under the CFCSA (the worker signing this letter) has received personal health information from a public body about:

- ☐ You, and/or
- ☐ A child of whom you are a parent.

The details are as follows:

- On [Date] , your personal health information (or your child's) was obtained by a delegated worker under the CFCSA (the worker signing this letter) without written consent.
- Access to the information was determined to be reasonably required to:
 - Determine whether a child is in need of protection; or,
 - Determine whether a child is no longer in need of protection.

[Specify the nature of the personal health information received from the public body. Copy/paste the same information as noted in the request form.]

This information has been requested and received under section 96 of the CFCSA. Your personal health information will be treated as confidential and will be shared with another person only as authorized by law.

To request a copy of your personal health information as received by the delegated director under the CFCSA, please refer to the British Columbia government website: [Name of Webpage to Request Records].

If you have any concerns regarding the collection of your personal health information, you have a right to request an Administrative Review. For further information on the Administrative Review process, you may:

- Visit this website: [Website Address for Administrative Review Information] , and/or,
- Contact the Ministry of Children and Family Development Complaints Team via email [Email Address to Contact the Complaints Team] , or, phone number [Phone Number to Speak to a Complaints Specialist] and ask to speak to a Complaints Specialist, or,
- Provide your concerns and contact information to the delegated director (the worker, below) and your complaint will be forwarded to a Complaints Specialist.

For any questions regarding this notification please contact the worker or team leader below.

Thank you.

Sincerely,

[Worker's Name/Last Name] [Title] [Branch, MCFD] [Contact Information]

[Team Leader's Name/Last Name] [Title] [Branch, MCFD] [Contact Information]

Attachment(s):

1 – A copy/copies of the s.96 demand(s) titled CFCSA Director's Request for Personal Health Information from a Public Body