

Model Letter U – Notice to Public Bodies in Receipt of Personal Information

Purpose: To advise public bodies which have received personal information that a correction or annotation has been made.

[Reference number]

[Date]

[Name of public body]

Dear [Name of official]:

On [date], [name of originating public body] disclosed to you information concerning [name of person requesting correction]. This information has [been corrected and a copy of the corrected record is attached or annotated in the following way to reflect a correction requested but not made]. Section 36(4) of the *Freedom of Information and Protection of Privacy Act* requires that we notify you of this correction. Please amend your records or link the correction or annotation to them in order to ensure that they contain this new information.

Sincerely,

[Name]

[Title]