# Request to Provide an *In Camera* Submission

In this form, “Commissioner” means the Commissioner or the Commissioner’s delegated Adjudicator.

Parties at inquiry are to complete and submit this form when asking to provide an inquiry submission *in camera*. An *in camera* submission is one in which the submission is provided to the Commissioner, but not to the other parties.

You must attach a copy of the *in camera* submission to this request form. You must also provide a copy of the request form (but not the attached *in camera* submission) to the other parties.

An *in camera* written inquiry submission is accepted only when:

* The submission cannot be disclosed to other parties because it reveals the contents of the “records at issue” (this reason can only be used by public bodies, organizations or custodians);
* The applicable legislation requires that information not be disclosed; or
* The circumstances of the particular case require that information not be disclosed.

If the Commissioner refuses to accept all or part of a party’s *in camera* submission request, the Commissioner will disregard that part of the submission, and may provide instructions to the party on how to proceed.

Background Information

|  |  |
| --- | --- |
| OIPC File Number |  |

|  |  |
| --- | --- |
| Date of Request |  |

|  |  |
| --- | --- |
| Name of Party Making Request |  |

|  |  |
| --- | --- |
| Requesting Party’s File Number (if applicable) |  |

|  |  |
| --- | --- |
| Other Parties Named in the Notice of Inquiry |  |

Reasons for the Request

Please explain the reasons for requesting that the submission (or part of the submission) be provided *in camera*? Be as specific as possible. (The box will expand as you type.)

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Confirmation of Attaching *In Camera* Submission

You **must** attach a copy of the *in camera* submission to this request form.

Is the *in camera* submission attached? (This will only be provided to the Commissioner.)

Yes

|  |  |  |
| --- | --- | --- |
| Can you provide a summary of the *in camera* submission (or a portion of the submission) to exchange with the other party(ies)? | Yes | No |

If not, please explain why this is not possible. (The box will expand as you type.)

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Confirmation of Sending the Completed Form to Other Party(ies)

Please check the following box to confirm that a copy of the completed form has been or will be sent to the other party(ies) named in the Notice of Inquiry.

Yes

**Do not send the attached *in camera* submission to the other party(ies).**

Submitting to the OIPC

Choose one of the following three ways to submit this form:

* **Email:** Send this completed form along with the attachments to [Registrar@oipc.ab.ca](mailto:Registrar@oipc.ab.ca).
* **Mail:** Send this completed form along with the attachments by mail to:

**Edmonton Office**Office of the Information and Privacy Commissioner  
Suite 410, 9925 109 Street NW  
Edmonton, AB T5K 2J8

* **Fax:** Send this completed form along with the attachments to (780) 422-5682.

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