

# GUIDE TO SUBMISSIONS

The Special Committee to Review the Freedom of Information and Protection of Privacy Act invites British Columbians to share their views on the Act. This document is provided as a guide for individuals and organizations who wish to make a submission to the Committee's consultation. All submissions must be received by **3:00 p.m. (Pacific) March 31, 2022**.

## PREPARING YOUR SUBMISSION

When preparing your submission, please:

- Provide a brief summary of the issue(s)
- Clearly identify any parts of the Act that are relevant to your submission and provide the specific section reference, if applicable
- Clearly identify your recommendations
- Indicate whether the submission is from an individual or sent on behalf of an organization
- Provide information about your organization's background, if applicable

## UPLOADING YOUR SUBMISSION

Please upload your submission via the Committee's online consultation portal in one of the following formats: .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .jpeg, .jpg, .png, mp3. If your file is over 10 MB in size, please consider sending us your file on a flash drive or using another method. For example, if you would like to share a video file, consider uploading it to a website such as YouTube and providing a link in your submission.

## PRIVACY

Please note that submissions to parliamentary committees are considered public documents and may be published on the Committee's website or made available to interested parties upon request.

For more information, please see our [Privacy Policy](#).

## CONTACT US

Should you require further information or assistance with your submission, have any concerns about participating, or if you would like to share your input in an alternative format, please contact the Parliamentary Committees Office at 250-356-2933 (toll-free in BC at 1-877-428-8337) or email [FOICCommittee@leg.bc.ca](mailto:FOICCommittee@leg.bc.ca).