

**LETTER #3 – AFTER YOUR INVESTIGATION, LETTING THE PATIENT  
KNOW THAT NO CORRECTION WILL BE MADE IN HIS/HER RECORDS**

**[date]**

**[your address]**

As the Privacy Information Officer in this dental office, I have completed my investigation of your privacy complaint.

In my view, the record accurately reflects the situation (you may wish to give more details here).

If you wish to discuss this decision with me, I would be pleased to do so.

If you are dissatisfied with this decision, you may contact the Privacy Commissioner of Canada who oversees the administration of the federal privacy legislation. The Privacy Commissioner can be reached at:

112 Kent Street, Ottawa, ON K1A 1H3

phone: 613-995-8210 toll free: 1-800-282-1376 fax: 613-947-6850

Thank you for bringing this matter to our attention.

**[signature of Privacy Information Officer]**