



Health and Disability Commissioner  
*Te Toihau Hauora, Hauātanga*

11 November 2019

Gloria Ashton

By email: [fyi-request-11212-fb0daa1a@requests.fyi.org.nz](mailto:fyi-request-11212-fb0daa1a@requests.fyi.org.nz)

Dear Ms Ashton

**Re: Information Request**

**Our ref: E19HDC02019**

Thank you for your email of 14 October 2019 requesting a copy of any guideline or policy the legal team holds that they follow for responding to information requests.

I have considered your request under the Official Information Act 1982.

The legal team adheres to the Official Information Act 1982 and the Privacy Act 1993, and follows the guidelines and policies provided by the Ombusman and the Privacy Commissioner on their websites.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Shirlene Anand', is written over a faint, light blue circular stamp.

Shirlene Anand  
**Deputy Chief Legal Advisor**