





Request Details

Requester Details	
 <ul style="list-style-type: none">• Name:• E-mail:• Other details:	
Request Owner	
<ul style="list-style-type: none">• Staff Name:• Staff e-mail:	
Log the request	<input type="checkbox"/> 
Communicate the request to the organisation	<input type="checkbox"/>
Check the level of ID	<input type="checkbox"/>
<ul style="list-style-type: none">• Requested further proof of identity <input type="checkbox"/>• Proof requested: • Received further proof <input type="checkbox"/>• Date proof received:	
Calculate the target date	<input type="checkbox"/>
<ul style="list-style-type: none">• Target date for completion:	

Process the items found

Set up the information repository	<input type="checkbox"/>	
<ul style="list-style-type: none">• Note the location of the repository		
Log each item received		
<ul style="list-style-type: none">• Total of items received:		
Assess each item arriving in repository		
Redact items as required		
<ul style="list-style-type: none">• Total of items redacted:• Total time spent redacting:		
Place items withheld in a seperate folder		
<ul style="list-style-type: none">• Note the reason for withholding each item in the log• Total number of items withheld:		
Place items to be sent in an output folder and log them		
<ul style="list-style-type: none">• Total number of items to be sent:		



Finalise and return

Compile list of items to be sent and add additional information



- Extract this from the items log and save in a seperate document

Send outpur securely to requestor



- Date sent:
- Specify how the information was sent:

Acknowledge receipt by requester



- Date received:
- What type of receipt was used

Additional notes

Total of staff hours spent on request

- Staff hours: