SAR Checklist



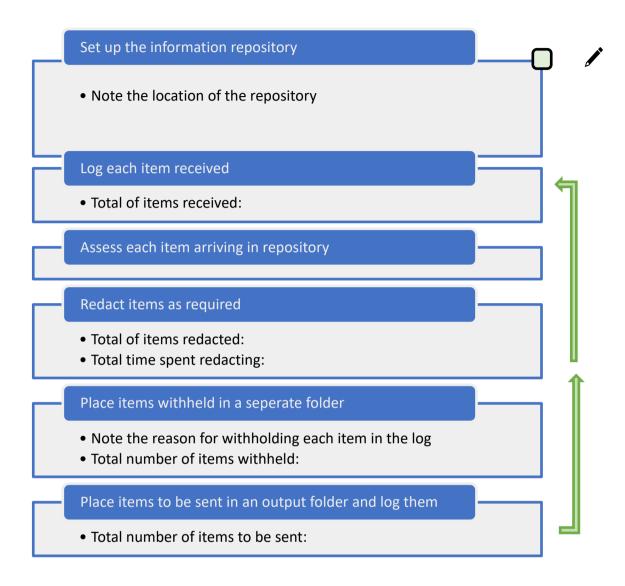
Request Details

	Requester Details	
J	Name:E-mail:Other details:	
	Request Owner	
	Staff Name:Staff e-mail:	
	Log the request	
	Communicate the request to the organisation	
	Check the level of ID	-
	 Requested further proof of identity Proof requested: 	
	 Received further proof Date proof received: 	
	Calculate the target date	<u> </u>
	Target date for completion:	

SAR Checklist



Process the items found



SAR Checklist



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:		