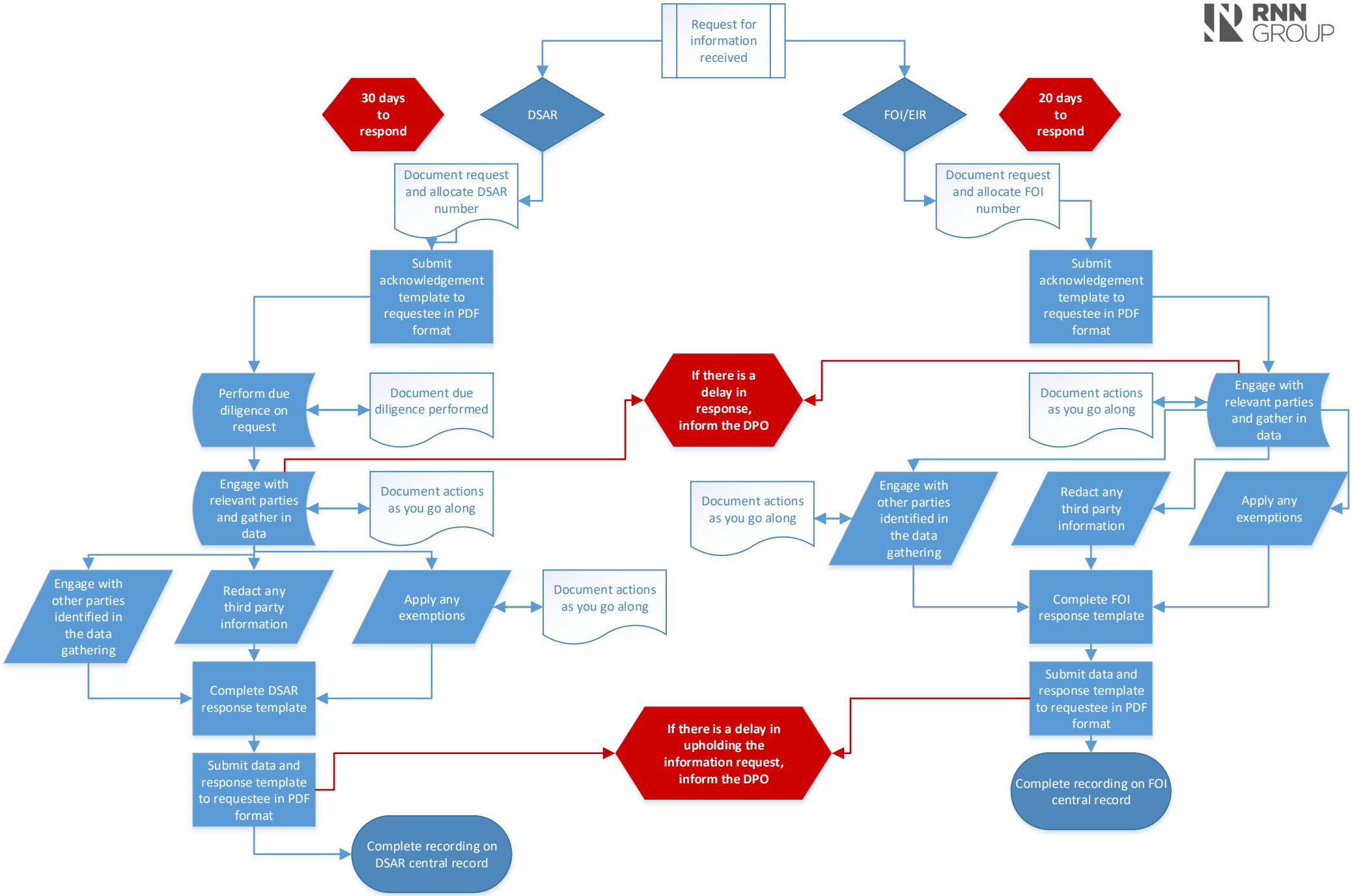
RNN GROUP
Request for information received
30 days to respond
DSAR
FOI/EIR
20 days to respond
Document request and allocate DSAR number
Document request and allocate FOI number
Submit acknowledgement template to requestee in PDF format
Submit acknowledgement template to requestee in PDF format
Perform due diligence on request
Document due diligence performed
If there is a delay in response, inform the DPO
Document actions as you go along
Engage with relevant parties and gather in data
Engage with relevant parties and gather in data
Document actions as you go along
Document actions as you go along
Engage with other parties identified in the data gathering
Redact any third party information
Apply any exemptions
Engage with other parties identified in the data gathering
Redact any third party information
Apply any exemptions
Document actions as you go along
Complete DSAR response template
Complete FOI response template
Submit data and response template to requestee in PDF format
If there is a delay in upholding the information request, inform the DPO
Submit data and response template to requestee in PDF format
Complete recording on FOI central record
Complete recording on DSAR central record