No

Start

Is it a request for personal data?

end

END

Yes

Does information contain personal info?

Locate and gather information sought after

Contact the requester for more info and clarify

Can the data be provided within 1 month?

Acknowledge, note the date. You have 1 month to provide the data.

Is it a valid request?

Log the incident and inform the controller

Confirm the identity of the subject

No

Contact the requester for more info and clarify

Yes

No

Inform requester as to why (no more than 2 additional months)

Yes

No

Right of access doesn’t apply. Inform requester.

Yes

Yes

Consult ICO guidance and decide which info is withheld or disclosed

Does information contain 3rd party info?

No

Yes

No

Record reasons for applying exemptions

Do any exemptions from disclosure apply?

Redact any information that is exempt and supply to requester.   
Keep a date of when the data was supplied.