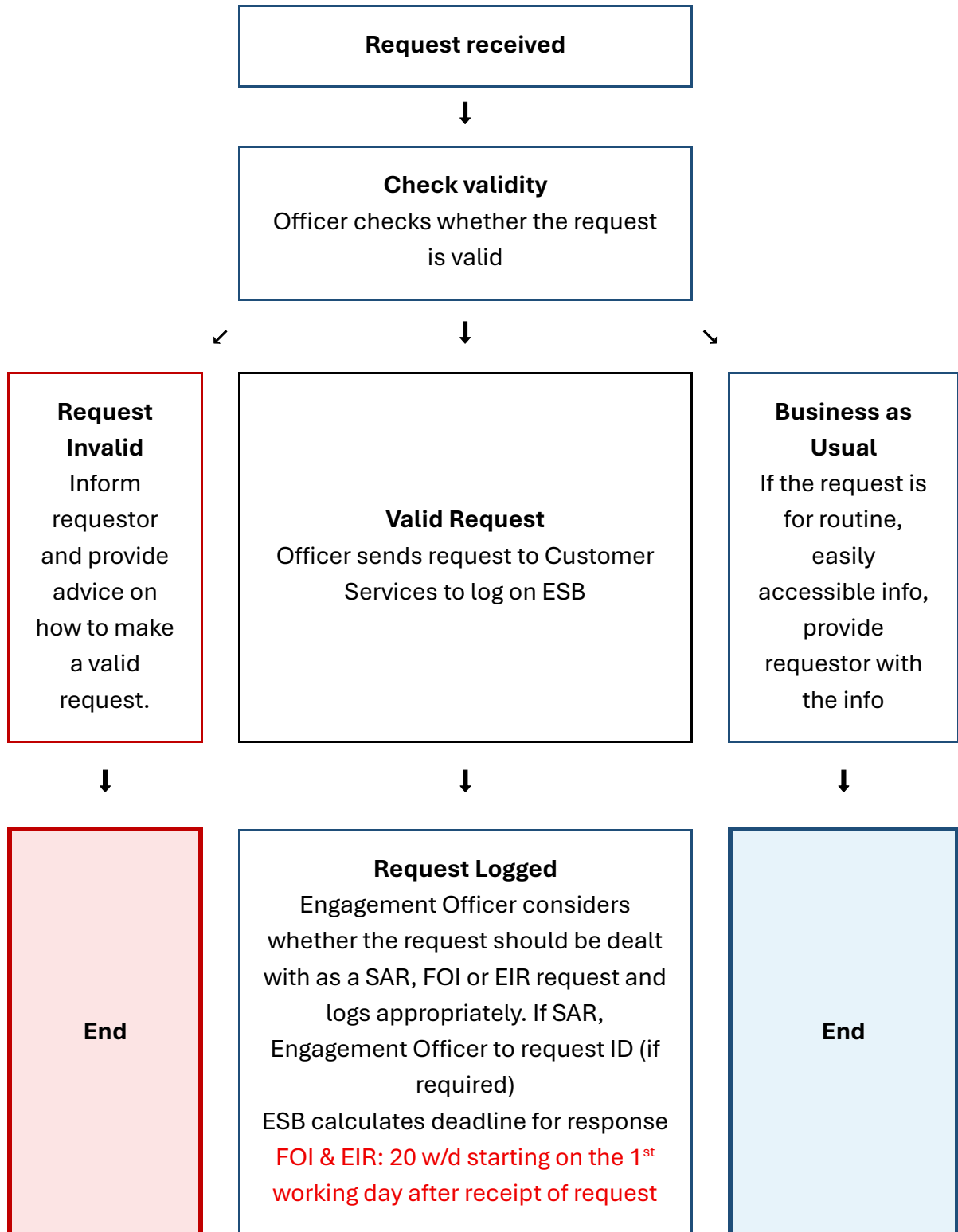
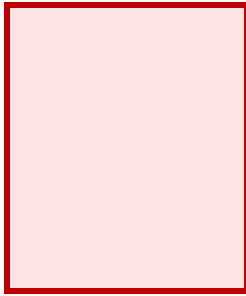


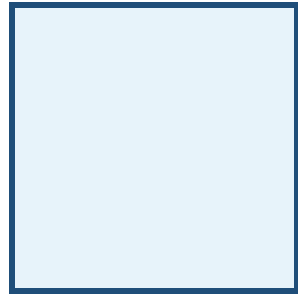
Internal Procedure: Dealing with SAR, FOI and EIR Requests (Flowchart)



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SAR: one calendar month starting on the date received
(timescales can be extended in prescribed circumstances – advice to be sought from Legal Services)



Identify information
Engagement Officer identifies what information is being requested and whether any clarification is required



Seek Clarification
Request clarification from the requestor, then continue once received
Time period for response stops on date request for clarification issued and restarts once clarification received from requestor

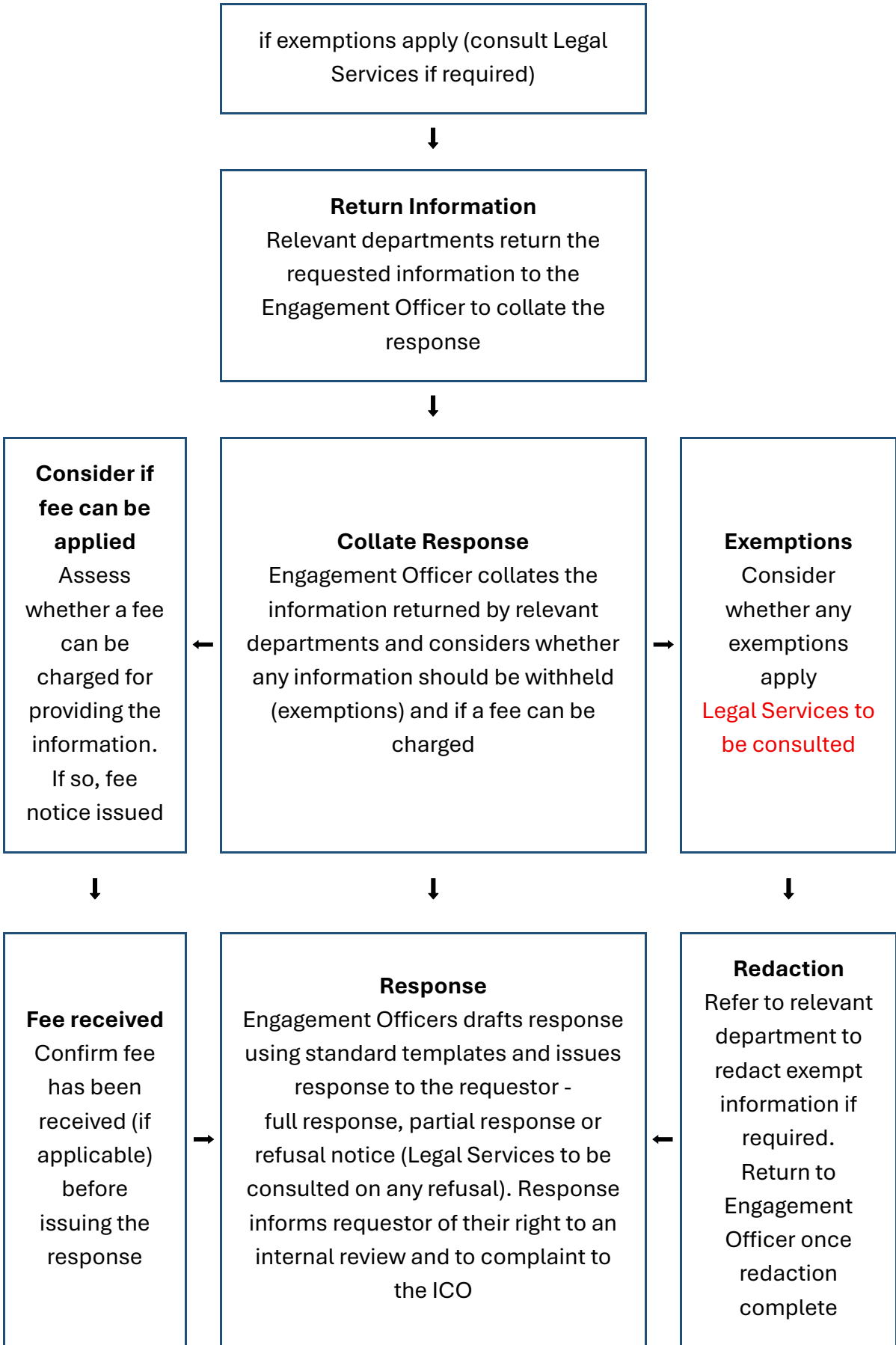


Allocate Request
Engagement Officer allocates request to relevant departments on ESB and notifies deadline for response



Collate Information
Relevant departments collate requested information and consider

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