

R2P Week 34: PIPA RIGHTS REQUEST RESPONSE CHECKLIST

PRR reference #

Date of receipt

In relation to *PIPA rights request (PRR) reference number*, received on *dd/mm/yy*, we have:

1) identified that it is an

- a. *access request*
- b. *request for correction*
- c. *request for erasure or deletion, or*
- d. *request for blocking;*

2) performed the following, as appropriate:

- a. determined that the request **is** complete and acknowledged receipt of the PRR and informed the individual that they will be provided a response within 45 days; and
 - logged the request, identified the personal information requested, reviewed the information, redacted it where necessary, delivered the information securely within 45 days of receiving the request, and closed the request;

or

- b. determined that the request **is not** complete, acknowledged receipt of the PRR, informed the individual what additional information is required for the request to be complete, and provided them with the estimated timeline;
 - logged the request, identified the personal information requested, reviewed the information, redacted it where necessary, delivered the information securely within 45 days of receiving the request, and closed the request;

or

- c. determined that the request **is** complete, acknowledged receipt of the PRR, informed the individual the information they requested is extensive, warranting the 30-day extension, and provided them with the estimated timeline;
 - logged the request, identified the personal information requested, reviewed the information, redacted it where necessary, delivered the information securely within 75 days of receiving the request, and closed the request;

or

- d. determined that the request falls within one of the exclusions under s. 4 or exempted uses under sections 22-25 and informed the individual of the decision to decline the request and the reasons why;

or

- e. determined that the request is *manifestly unreasonable*, and consequently
 - i. decided to **decline** the request and informed the individual of our decisions and the grounds on which it was made;

or

- ii. decided to **charge** the individual **a fee** for the request and informed the individual of our decision, plus

logged the request, identified the personal information requested, reviewed the information, redacted it where necessary, delivered the information securely within 75 days of receiving the request and/or upon payment of the fee by the individual, and closed the request.