**SAR Completion / Release form**

|  |  |
| --- | --- |
| **Checklist** | **Please tick** |
| **Have you checked the content against the initial request, are you releasing exactly what has been requested?** |  |
| **Have you checked that none of the SAR exemptions apply?** |  |
| **Have you checked that all third party information has been redacted?** |  |
| **Have you carried out a risk assessment of the impact of the requester receiving the information?** |  |
|  |  |
|  |  |
| **Person completing this checklist name and signature ………….** | |
| **Head of Service Sign off ………..** | |