

Prepare and control a data subject request response

Prepare one minimal, owner-led response pack before approved facts and decisions are entered into the Privora Pro request record.

Primary action

Prepare the response, then record reviewed information in Privora Pro.

Version

1.0.0

Reviewed

2026-08-12

Guide[Open the Privora guide](#)

CONTROLLED OPERATIONAL RESOURCE

Important legal and use notice

Review these conditions before relying on or sharing this document.

GUIDE

[Open the Privora guide](#)

REVIEWED

2026-08-12

VERSION

1.0.0

Purpose

This document is a Privora operational resource designed to help teams organize privacy work, evidence, ownership, review, and reporting.

No guarantee

Use of this document or Privora does not guarantee compliance with any law, regulation, standard, or contractual obligation.

Generated and reviewed material

This document was generated by Privora from the canonical operating kit identified on this page. Human review remains required before the document is relied upon or shared.

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Not legal advice

This document provides general operational guidance. It is not legal advice and does not replace advice from qualified legal or regulatory professionals.

Current requirements

Laws, regulatory guidance, product workflows, and organizational obligations may change. Users are responsible for confirming the current requirements that apply to their circumstances before acting.

Data handling

Do not enter personal, sensitive, privileged, or confidential information into uncontrolled copies. Store approved operational records only in authorized systems and follow your organization's access, retention, and handling policies.

Change notice

This document reflects the version and reviewed sources identified on this page. Product workflows and authoritative guidance may change, and a later release may supersede this document.

Prepare and control a data subject request response

Operational guidance — not legal advice. This guide does not guarantee compliance.

This workbook supports preparation and review. It is not the delivery package or the legal decision record. Treat completed pages as confidential. Privora Pro remains the operating record after reviewed information is entered.

Data-minimisation rule: Do not record passwords, secrets, full identity documents, raw sensitive data, response datasets, live credentials, or unnecessary personal data here. Keep source and response material in approved restricted systems and write only safe references on these pages.

How to use the working pages

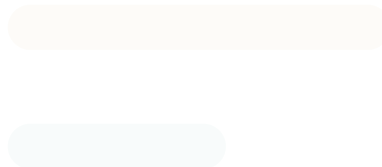
The request owner coordinates the workbook. Contributors complete only their assigned search or fact section. The DPO or privacy lead reviews classification and restrictions. The response approver controls delivery and closure. Transfer approved facts, dates, status, and decisions into Privora Pro; do not treat a completed workbook as approval.

Use one workbook version per request cycle. Date material decisions. Mark assumptions and missing owners. Apply proportionate identity verification and minimise evidence copies throughout the workflow.

Page 1 — Intake summary

Capture enough to route and protect the request without reproducing the full message.

Privora Pro request reference



Date received by the organisation

Original intake channel

Approved requester contact record reference

Requester's words summarised without narrowing meaning

Communication, accessibility, language, or safety needs

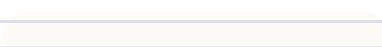
Page 2 — Ownership and authority

Accountable request owner

DPO or privacy reviewer

Identity-check reviewer

Authorised response approver



Alternate owner for absence or escalation



Conflicts, segregation issues, or specialist authority required

Page 3 — Acknowledgment and communication

Acknowledgment sent date

Approved acknowledgment channel and evidence reference

Is clarification needed to make the request workable?

- ☐ No
- ☐ Yes
- ☐ Qualified review pending

Plain-language clarification question and work continuing meanwhile

Page 4 — Minimal identity check

Start with an existing authenticated relationship or low-intrusion method. Increase assurance only where disclosure or action risk requires it.

Risk if information is disclosed or action is taken for the wrong person

Proportionate identity method used or proposed

Identity check result

- ☐ Sufficient for current response risk
- ☐ More information needed
- ☐ Suspected impersonation
- ☐ Specialist review required

Identity review date

Restricted identity evidence reference, not a copied document

Representative authority review where applicable

Page 5 — Classification and scope

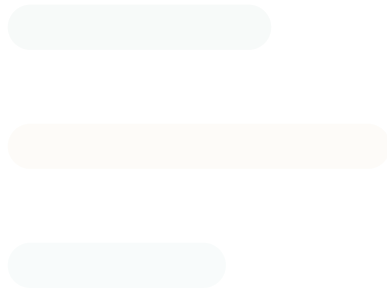
Request rights or actions in scope

- ☐ Access
- ☐ Correction
- ☐ Erasure
- ☐ Restriction
- ☐ Objection
- ☐ Withdrawal
- ☐ Automated decision review
- ☐ Portability
- ☐ Other qualified classification

People, accounts, identifiers, and relationships in scope

Relevant date range and events

Business units, products, processors, systems, and record sets in scope



Reviewed exclusions, assumptions, and unresolved boundaries

Page 6 — Deadline control

Set the organisation's reviewed deadline from current official sources and qualified review. The product due date is an operational target to reconcile, not proof of the legal rule.

Organisation's reviewed deadline

Official or sector source, locator, review date, and qualified reviewer

Internal search completion milestone

Restriction and redaction review milestone

Approval and delivery milestone

Qualified extension position, authoritative basis, and communication plan if applicable

[Section 34\(1\)-\(2\) and section 38\(2\), official PDF pp. A738–A740](#)

Page 7 — Search-owner matrix

Assign each source separately. A portal contributor completes the scoped search and returns context; the contributor does not decide the request.

System or record set	Owner	Safe identifiers and period	Search method	Due date	Result or evidence reference	Gap or escalation

Acceptance criteria shared with search owners

Missing owners, unavailable systems, processor dependencies, and escalation

Context and review of any documented nil result

Page 8 — Response inventory

Do not paste the response data. Use safe references and decision-level descriptions.

Item or category	Source reference	Period	Requester data confirmed	Other-person data	Restriction on review	Format	Status

Response inventory controls

- ☐ All assignments returned or escalated
- ☐ Sources and versions preserved
- ☐ Duplicates reconciled
- ☐ Other-person data flagged
- ☐ Requested format considered
- ☐ Accessibility needs considered

Purpose, categories, recipients, retention, source, rights, or automated-decision information to include

Page 9 — Restriction and redaction decisions

Use qualified review. Record the decision at item or category level and retain the unredacted source under appropriate access.

Item	Issue or competing right	Source and rationale	Decision-maker	Action	Quality reviewer

Restrictions, partial disclosure, or alternative safeguards

Redaction quality checks

- ☐ Visible content reviewed
- ☐ Hidden content reviewed
- ☐ Comments and revision history removed
- ☐ Metadata checked
- ☐ Filenames and attachments checked
- ☐ Second-person review complete

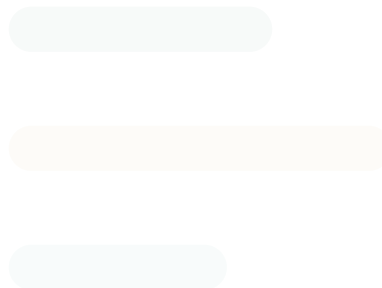
Automated decision, objection, or portability review where applicable

Page 10 — Communication log

Date	Direction	Channel	Purpose	Safe evidence reference	Owner	Follow-up

Accessibility, failed contact, misunderstanding, or safety issues

Next plain-language requester update and owner



Page 11 — Approval readiness

Response approval checks

- ☐ Original request and clarification reconciled
- ☐ Identity assurance proportionate
- ☐ Searches complete or gaps decided
- ☐ Restrictions reviewed
- ☐ Redaction quality passed
- ☐ Response format usable
- ☐ Recipient and channel validated
- ☐ Deadline reconciled

Approval decision

- ☐ Approved for controlled delivery
- ☐ Changes required
- ☐ Specialist review required
- ☐ Do not deliver

Approver rationale, conditions, and unresolved items

Approval date and authorised approver

Page 12 — Delivery control

Approved delivery channel and assurance level

Recipient address or account validation method

Delivery date

Safe delivery evidence reference

Failed delivery, retry, access support, or other exception

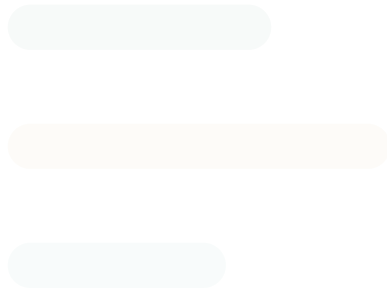
Page 13 — Closure and lessons

Reviewed final status

- ☐ Completed
- ☐ Rejected with reviewed basis
- ☐ Open follow-up
- ☐ Delivery unresolved

Closure date

Promised actions, corrections, restrictions, or follow-up owners



Request-record access and retention instruction

Data map, retention, search, notice, training, or control improvements

Operating-record completion

- ☐ Reviewed information entered in Privora Pro
- ☐ Activities and safe references retained
- ☐ Unnecessary working copies handled
- ☐ Contributor authority stayed scoped
- ☐ Improvement owners informed

Sources and review boundary

[Sections 34–38, official PDF pp. A738–A740](#)

[Implemented DSAR and portal-task workflow behavior; reviewed 2026-08-12](#)

Privora Pro remains the operating record after the request owner and authorised reviewers enter approved information.