**Data Protection Matters Decision Form**

Please complete this form for any data protection matter & email to [sentinel@mitie.com](mailto:sentinel@mitie.com).

If needed, take advice when completing this form to ensure requests are correctly assessed.

**Name of organisation receiving request**

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**Name of organisation that submitted the form**

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**Name and position / role of person that submitted the form**

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**Date form was received**

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**The data protection matter(s) this submitted form relate to**

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| * further purposes that personal data may be used for * new external organisations or internal teams the personal data is or may be shared with\* * actual or possible data breach, including unlawful, unauthorised or accidental processing * request(s) by individual(s) to access, rectify, or erase their data; or their complaint / enquiry * information or clarification requested to support an impact assessment (“DPIA”) * transfers of the personal data outside of the UK * information or clarification requested to complete records of processing activities (“RoPA”) * information or clarification regarding legal bases for processing personal data * another data protection matter / general enquiry |

**Regarding further purposes, or sharing or transferring data, is it necessary (and why)?**

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Also document whose advice was sought

**Regarding personal data breaches, have all the details been provided that are required?**

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Also document whose advice was sought

**Regarding rights requests to access, rectify or erase personal data, is the request clear?**

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Also document whose advice was sought

**Regarding DPIAs, RoPA, legal bases, or general enquiries, is it clear what is required?**

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|  |

Also document whose advice was sought

**Decision taken by (name and position)**

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Is individual authorised to make this decision

**Signed:** **Dated:**

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