

IPP3A DECISION FLOWCHART

Do you have a valid reason to collect this information from someone other than the person concerned?

YES

NO

Has the individual already been told everything in the notification requirements?

Does another exception apply?

Can you document the reason why you think the individual has already been told? (e.g. contract clause with disclosing agency)

You need to tell the person everything in the notification requirements as soon as reasonably practical, to meet your IPP3A obligations.

Can you document the reason why you think an exception applies here?

You have met your IPP3A obligations. Nothing more required.