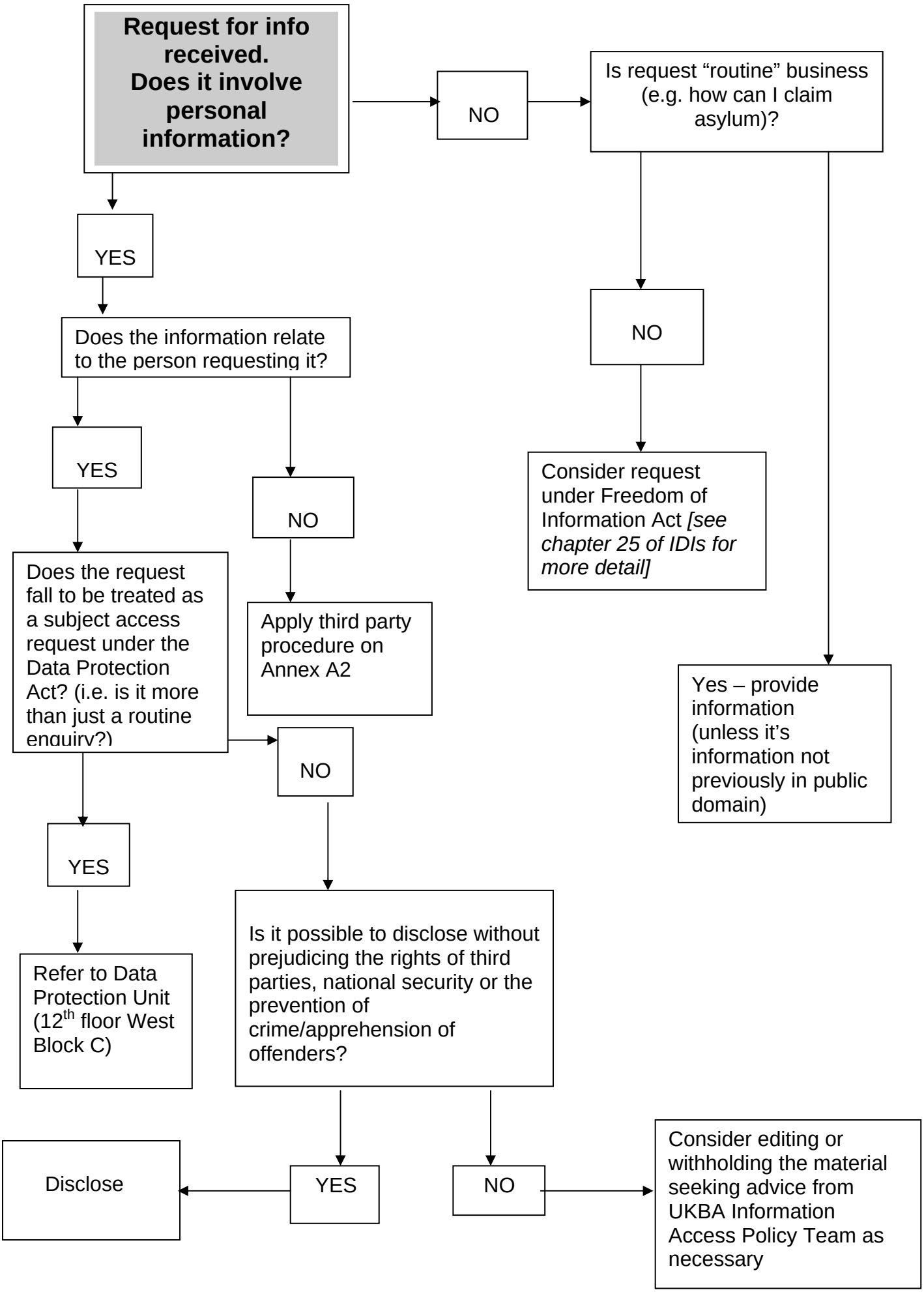
Annex A1


Request for info received. Does it involve personal information?
NO
Is request "routine" business (e.g. how can I claim asylum)?
YES
NO
Does the information relate to the person requesting it?
Consider request under Freedom of Information Act *[see chapter 25 of IDIs for more detail]*
YES
NO
Apply third party procedure on Annex A2
Yes – provide information (unless it's information not previously in public domain)
Does the request fall to be treated as a subject access request under the Data Protection Act? (i.e. is it more than just a routine enquiry?)
NO
YES
Refer to Data Protection Unit (12th floor West Block C)
Is it possible to disclose without prejudicing the rights of third parties, national security or the prevention of crime/apprehension of offenders?
Disclose
YES
NO
Consider editing or withholding the material seeking advice from UKBA Information Access Policy Team as necessary