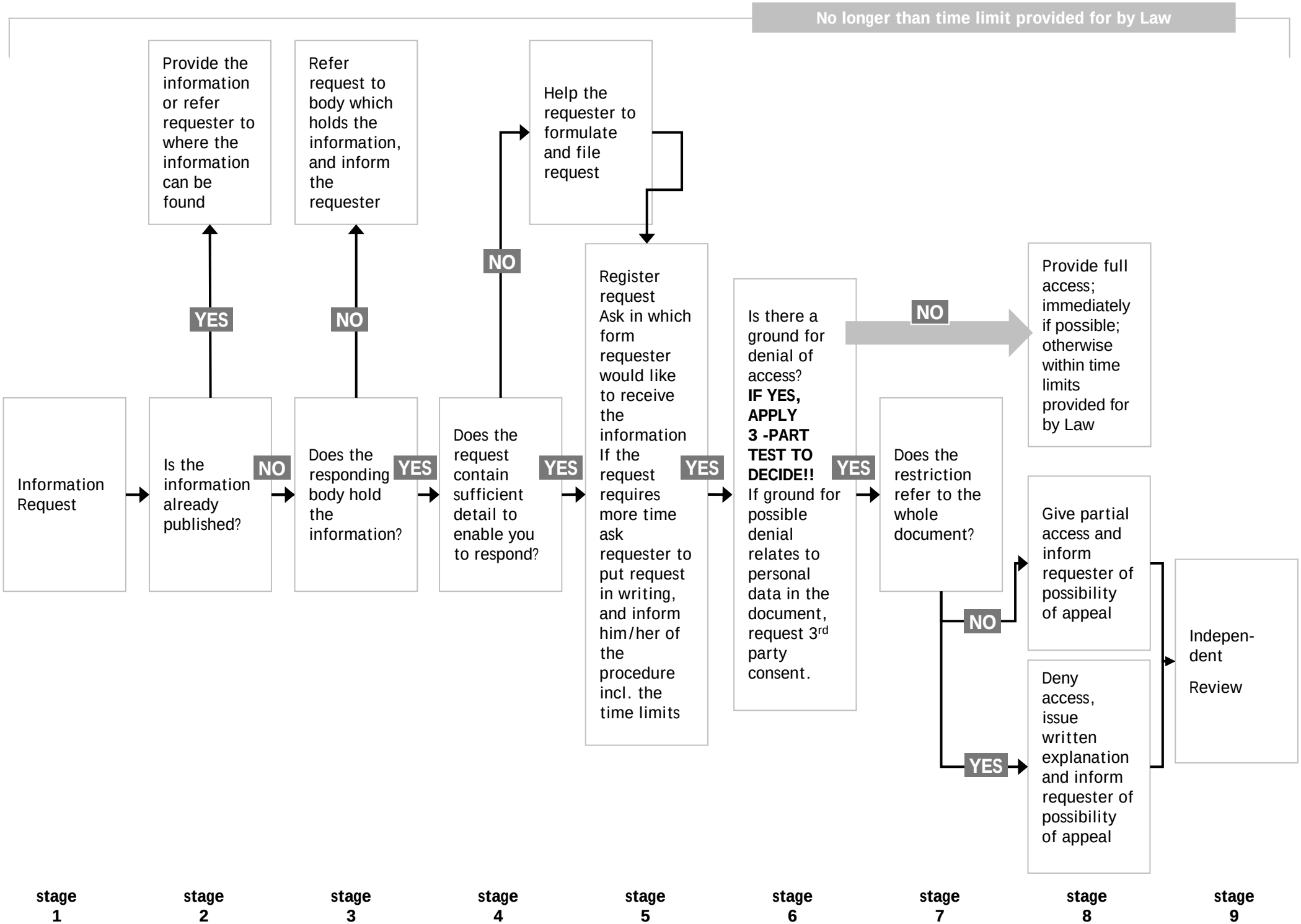
No longer than time limit provided for by Law
Information Request
Is the information already published?
YES
Provide the information or refer requester to where the information can be found
NO
Does the responding body hold the information?
NO
Refer request to body which holds the information, and inform the requester
YES
Does the request contain sufficient detail to enable you to respond?
NO
Help the requester to formulate and file request
YES
Register request Ask in which form requester would like to receive the information If the request requires more time ask requester to put request in writing, and inform him/her of the procedure incl. the time limits
YES
Is there a ground for denial of access? IF YES, APPLY 3 -PART TEST TO DECIDE!! If ground for possible denial relates to personal data in the document, request 3rd party consent.
NO
Provide full access; immediately if possible; otherwise within time limits provided for by Law
YES
Does the restriction refer to the whole document?
NO
Give partial access and inform requester of possibility of appeal
YES
Deny access, issue written explanation and inform requester of possibility of appeal
Indepen-dent Review
stage 1
stage 2
stage 3
stage 4
stage 5
stage 6
stage 7
stage 8
stage 9