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Checklist and sign off for public authorities to use for the safe disclosure

disclosure of information from Excel

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| **Information request reference** | [Reference] |
| **Consideration of excel data** | **Checked by** | **Secondary check by** |
| Are you sure you know where all the data is? | [staff name] | [staff name] |
| Have hidden columns been deleted if not part of the request? | [staff name] | [staff name] |
| Have hidden rows been deleted if not part of the request? | [staff name] | [staff name] |
| Have hidden work sheets been deleted if not part of the request? | [staff name] | [staff name] |
| Has any linked data been removed from pivot tables if not part of the request? | [staff name] | [staff name] |
| Has any linked data been removed from charts if not part of the request? | [staff name] | [staff name] |
| Have any links to external files from formula, or hyperlinks, been deleted if not part of the request? | [staff name] | [staff name] |
| Has any personal information been removed if not part of the request or not disclosable (including from any 'comments' or 'notes')? | [staff name] | [staff name] |
| Has any special category personal information been removed if not part of the request or not disclosable (including from any 'comments' or 'notes')? | [staff name] | [staff name] |
| Has any meta data been removed if not part of the request? | [staff name] | [staff name] |
| Is the file size larger than you might expect for the volume of data being disclosed? | [staff name] | [staff name] |
| **Conversion of data** | **Converted by** | **Checked by** |
| Has the file been converted to CSV (Comma-Separated Value) format? | [staff name] | [staff name] |
| **Publication of data** | **Considered by** | **Checked by** |
| Have you considered alternative ways to disclose, other than an online platform? | [staff name] | [staff name] |
| **Management sign off** | **Signed off by** | **Date** |
| The above staff members have been trained in how to disclose information safely before preparing this response | [managers name] | [date] |