

Policy Change/Review Request Form

Policy Change Request Form	
<i>Document of Record for a policy change request</i>	
Policy Name	Date of Request
Authors Name	
Current Revision	Revision after change

Change Request Detail - <i>The Change Request form is the document of record for a policy change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.</i>	
Type of Change	Description of the change requested to be performed with rationale
<input type="checkbox"/> New Policy	
<input type="checkbox"/> Major Change to Content	
<input type="checkbox"/> Minor Change to Content	
<input type="checkbox"/> Grammatical or Reordering	
<input type="checkbox"/> No Change - Policy Review	
<input type="checkbox"/> Other	
Priority	<input type="checkbox"/> 1 – Critical: “Severe impact to company or deficit in existing policies and procedures.” <input type="checkbox"/> 2 – High: “Company is fine for right now, but unless a change is made, there will be a future impact.” <input type="checkbox"/> 3 – Normal: “Company is fine, but this might lead to some future impact or problem.” <input type="checkbox"/> 4 – Low: “There is no impact to the company and/or this is a minor thing or review.”

Authorization <i>(to be filled out by Privacy Officer and/or Security Officer)</i>	
Change Requests Status	<input type="checkbox"/> Change Request Open <input type="checkbox"/> Change Request Approved <input type="checkbox"/> Change Request Rejected <input type="checkbox"/> Change Request Closed <input type="checkbox"/> Deferred for review at later date
Privacy Officer Reviewed and Approved	Date:
Security Officer Reviewed and Approved	Date: