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| **Policy Change Request Form**  *Document of Record for a policy change request* | | | |
| **Policy Name** |  | **Date of Request** |  |
| **Authors Name** |  | | |
| **Current Revision** |  | **Revision after change** |  |

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| **Change Request Detail -** *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.* | | |
| **Type of Change** | | **Description of the change requested to be performed with rationale** |
|  | New Policy |  |
|  | Major Change to Content |
|  | Minor Change to Content |
|  | Grammatical or Reordering |
|  | No Change - Policy Review |
|  | Other |
| **Priority** | | **1 *– Critical****:* “Severe impact to company or deficit in existing policies and procedures.”  **2 *– High***: “Company is fine for right now, but unless a change is made, there will be a future impact.”  **3 *– Normal***: “Company is fine, but this might lead to some future impact or problem.”  **4 *– Low***: “There is no impact to the company and/or this is a minor thing or review.” |
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| **Authorization** *(to be filled out by Privacy Officer and/or Security Officer)* | | | |
| **Change Requests Status** |  | Change Request Open | |
|  | Change Request Approved | |
|  | Change Request Rejected | |
|  | Change Request Closed | |
|  | Deferred for review at later date | Date: |
| **Privacy Officer Reviewed and Approved** |  | | Date: |
| **Security Officer Reviewed and Approved** |  | | Date: |