Stage 3: Redaction and Disclosure Support

Redacting a DSAR is often the most time-consuming and high-risk stage - we remove pressure by ensuring disclosures are accurate, secure, and quality assured.

Step 1 – Service Initiation
A dedicated account manager guides you through onboarding, aligning the process with your organisation's DSAR policies, or applying our best practice where none exist.

Step 2 – Data Submission
You upload the required PDFs to our secure sharing portal (Glasscubes).

Step 3 – Manual Redaction
Our team uses professional tools (Adobe Acrobat, Phaselaw, Nalytics, Nitro Pro) to carefully redact sensitive information, applying judgement beyond automated tools.

Step 4 – Quality Assurance
A multi-layered review checks every redaction for accuracy and completeness, minimising the risk of disclosure errors.

Step 5 – Secure Delivery
Finalised, redacted files are delivered via encrypted platforms.

Our team handles employee and customer DSARs with precision, discretion, and objectivity. Every member holds the BCS Foundation Certificate in Data Protection, has completed our CPD accredited Handling and Redacting DSARs training course, and works under Cyber Essentials certification, giving you confidence your data is in safe hands.