

End-to-end DSAR review delivered within your statutory deadline, inside your Microsoft 365 environment. No data leaves your tenant.

1

Calendar month
Statutory deadline

8

QA checks
Before any disclosure

100%

Within-tenant
Data never leaves your environment

OUR 4-STEP REVIEW MODEL

1

Scoping and setup

We agree custodians, date ranges, search parameters, and output format before review begins. A signed Scope Statement locks the engagement with no ambiguity mid-review.

2

Dataset processing and analytics

Your data is processed inside Microsoft Purview eDiscovery Premium, within your own tenant. Near-deduplication, threading, and analytics typically reduce the working set by 70 to 80 percent before manual review begins.

3

Structured document review

Items are coded against the SSF tag taxonomy: relevance, privilege, exemptions, and escalation. Privilege is applied from the outset, not retrospectively. Your HR lead is consulted for factual context on escalations only.

4

QA, disclosure pack, and exemptions log

Eight defined QA checks must pass before any export is produced. You receive a clean disclosure pack and a structured exemptions log, audit-ready if the response is challenged.

WHAT YOU RECEIVE

Signed Scope Statement

Disclosure pack (PST / PDF)

Exemptions log

8-point QA sign-off

Escalations tracker

100% within-tenant

HOW WE OPERATE

Within-tenant delivery

Your data never leaves your Microsoft 365 environment. No third-party storage or processing. A clean compliance story for regulated sectors.

Employment DSAR specialism

Grievances, disciplinaries, redundancy, litigation. These are the highest-risk DSARs and the area where our experience is concentrated.

Deadline commitment

Engagements are structured around your statutory deadline from day one, with milestone reporting throughout.

A DSAR has landed. What now?

Book a short scoping call. We will tell you quickly whether this needs a structured review engagement.

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