## Annex 7.2: Security plan change request form

1. Please email this request to: ches.businessmanagementteam@dwp.gov.uk
2. Please contact the inbox should you wish to utilise a more secure transmission method.
3. The information below should be provided:

Date:
Completed by:

|  |  |  |
| --- | --- | --- |
| **Provider** | **DWP Contracts Affected** | **DWP Ref.** |
|   |   | DWP use |

Full Description of Change Requested:

You should supply as much information about the proposed change as possible including:

* the contracts that are impacted
* appropriate building layouts
* IT architecture diagrams
* data in scope
* access levels
* storage
* support arrangements
* offshore elements
* audit and testing
* a data dictionary, if applicable

Please also include the name and contact details of the individual within your organisation leading on the change.