Data Quality (DQ) Request Template for Compliance Purposes

Requestor Information:
- Name:
- Department:
- Email:
- Phone Number:
- Date of Request:

Data Overview:
- Data Set Name:
- Data Source:
- Purpose of Data Use:
- Compliance Regulation(s) Involved:

DQ Issues Identified:
- Description of Data Quality Issue:
- Specific Fields/Affected Areas:
- Severity Level (Low/Medium/High):
- Date/Time Issue Detected:

Requested Action:
- Type of Action Needed (e.g., Correction, Validation, Review):
- Deadline for Resolution:
- Additional Comments/Instructions:

Attachments:
(Please attach any relevant documents or evidence related to the DQ issue.)

Approval Section:
- Approved By:
- Position:
- Date of Approval:

For Internal Use Only:
- Ticket Number:
- Assigned To:
- Follow-Up Date:
- Status: (Open/In Progress/Resolved)

End of Template