



## MULBERRY SURGERY

Application to access medical records – General Data Protection Regulations – Subject Access Request

Additional data which must be supplied (to be completed by the surgery and supplied with all SAR/TSAR responses)		
1.	The purpose(s) of the processing	
2.	The categories of personal data being processed	
3.	The recipients or categories of recipients	
4.	The envisaged retention period or the criteria that determine it	
5.	The rights of rectification, restriction, objection and where applicable erasure	
6.	The right to complain to the ICO	
7.	The right to know more about the source if not the Data Subject	
8.	The existence of and logic behind and consequences of any automated processing	

The Access to Health Records Act 1990 and Data Protection Act give patients or their representatives a right of access, subject to certain exemptions, to their health records. Mulberry House and St Denys surgeries respects the rights of individuals to have copies of their information wherever possible.

**Personal information collected from you by this form, is required to enable your request to be processed, this personal information will only be used in connection with the processing of this Subject Access Request.**



**Charges Payable:** In accordance with legislation **no fee** will be charged for your request, unless the request is manifestly unfounded or excessive, particularly if it is repetitive. Before any further action is taken, we will contact you with details of our “reasonable administrative charges” in order to comply with your request.

**PLEASE COMPLETE IN BLOCK CAPITALS – Illegible forms will delay the time taken to respond to requests.**

<b>1.</b>		<b>Details of Patient records to be accessed</b> (Please complete one form per person)							
Surname				Date of Birth					
Forename(s)				Current Address				Full Postcode	
Any former names (If Applicable)									
Telephone Number				Previous Address (If Applicable)					
NHS Number (If known/relevant)				Full Postcode					
If further details are available please include in a separate covering note.									
<b>2.</b>		<b>Details of Records to be Accessed</b>							
In order to locate the records you require please provide as much information as possible. Please list the department or services you have accessed that you require records from: i.e. PALs, complaints, continuing healthcare or Human resources etc (Continue on a separate sheet if required).									
<b>Records dated from</b>				<b>Department or services accessed</b>					
/ / to / /									
/ / to / /									
/ / to / /									
<b>3.</b>		<b>Details of applicant</b> (Complete if different to patients details)							
Full Name									
Company (if Applicable)									
Relationship with individual who's records have been requested									
Address to which a reply should be sent				<b>Postcode:</b> _____ <b>Tel:</b> _____					

<b>4.</b>	<b>Authorisation to release to applicant</b> (to be completed by the patients if not making their own request)
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**I (Print name)** \_\_\_\_\_

hereby authorise Mulberry House and St Denys Surgeries to release any personal data they may hold relating to me to the above applicant and to whom I authorise to act on my behalf.

**Signature of patient:** \_\_\_\_\_ **Date:**    /    /

<b>5.</b>	<b>Declaration</b>
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I declare that information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the health record(s) referred to above, under the terms of the Access to Health Records Act (1990) / Data Protection Act.

**Please select one box below:**

- I am the patient (data subject).
- I have been asked to act on behalf of the data subject and they have completed section 4 -authorisation above.
- I am acting on behalf of the data subject who is unable to complete the authorisation section above (Covering letter with further details supplied).
- I am the parent/guardian of a data subject under 16 years old who has completed the authorisation section above. (Please include proof such as birth certificate)
- I am the parent/guardian of a data subject under 16 years old who is unable to understand the request and who has consented to my making the request on their behalf.
- I have been appointed the Guardian for the patient/client, who is over age 16 under a Guardianship order (attached).
- I am the deceased patient/client's personal representative and attach confirmation of my appointment.
- I have a claim arising from the patient/client's death and wish to access information relevant to my claim (Covering letter with further details to be supplied).

**Please Note:**

- If you are making an application on the behalf of somebody else we require evidence of your authority to do so i.e. personal authority, court order etc.
- It may be necessary to provide evidence of identity (i.e. Driving Licence).
- If there is any doubt about the applicant's identity or entitlement, information will not be released until further evidence is provided. You will be informed if this is the case.
- Under the terms of the Data Protection Act, requests will be responded to within 21 days after receiving all necessary information and/or fee required to process the request.
- For requests under the Access to Health Records Act 1990, requests will be responded to within 40 days where no entries have been made to the patient/client's record 40 days immediately preceding the date of this request, otherwise requests will be responded to within 21 days after receiving all necessary information and/or fee required to process the request.
- Under the terms of Section 7 of the Data Protection Act, Information disclosed under a Subject Access Request may have information removed; this is to ensure that the confidentiality is maintained for third parties referred to who have not consented to their information being disclosed.

<b>Print Name</b>		<b>Signed (Applicant)</b>		<b>Date</b>	/ /
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