

APPLICATION FORM FOR ACCESS TO HEALTH RECORDS - SUBJECT ACCESS REQUEST

As part of the General Data Protection Regulations (GDPR), patients have a right to access their health records. You can have access to your records by one of the following methods:

- **Emailed Report** – We can email your health record to you. This enables you to view your record and is also an eco-friendly and cost-effective method.
- **Printed Report** – We can also print your health record for you. This is an option, however it is not eco-friendly and is also costly to the practice. We therefore request that you choose the other option above if possible.

Patient Details

Name	NHS Number
Address	Date of birth
	Home Telephone
	Mobile Telephone
	Email Address

Applicant Details (if different from above)

Name	Organisation
Address	Telephone
	Mobile Telephone

Request For: (please choose one option)

<input type="checkbox"/> Emailed Record	Recommended.
<input type="checkbox"/> Printed Record	Not recommended (see above).

Record Requested

<input type="checkbox"/> My full record – see below
<input type="checkbox"/> My record for these specific dates:
<input type="checkbox"/> My record for these specific conditions:
<input type="checkbox"/> My record for these specific events:

If you are requesting full records, please note that prior to 2001 your records will display a summary of key information. If you require the full record prior to this date, please provide your reasons below:

Can we refuse to comply with a request?

We can refuse to comply with a subject access request if it is manifestly unfounded or excessive, taking into account whether the request is repetitive in nature. If we consider that a request is manifestly unfounded or excessive we can:

- request a "reasonable fee" to deal with the request; or
- refuse to deal with the request.

In either circumstance we will justify our decision. If we decide to charge a fee we will contact you promptly and inform you of the likely costs. We do not need to comply with the request until the fee is received.

How long do we have to comply?

We will act on the subject access request without undue delay and at the latest within one month of receipt. We will calculate the time limit from the day after we receive the request (whether the day after is a working day or not) until the corresponding calendar date in the next month.



Can we extend the time for a response?

We can extend the time to respond by a further two months if the request is complex or we have received a number of requests from the patient. We will let you know within one month of receiving your request and explain why the extension is necessary.

What proof of identity will I need to include?

- An individual applying for his/her own records will need to supply one copy of proof of identify from List A below if making an in-person request. If the patient wants to make this request online they will also need to supply proof from List B.
- Someone applying on behalf of an individual will need to supply one item of proof of the patient’s identity and one item of proof of their own identity.
- A person with parental responsibility will need to supply a copy of the birth certificate of their child and their own proof of identity.
- If a Power of Attorney/Agent is applying on behalf of an individual they will need to provide proof of POA and a copy of their own proof of identity.

Declaration

<input type="checkbox"/>	I am the patient
<input type="checkbox"/>	I have been asked to act by the patient and attach the patient’s written authorisation
<input type="checkbox"/>	I have full parental responsibility for the patient and the patient is under the age of 18 and: <ul style="list-style-type: none"> <input type="checkbox"/> has consented to my making this request, or <input type="checkbox"/> is incapable of understanding the request
<input type="checkbox"/>	I have been appointed by the court to manage the patient’s affairs and attach a certified copy of the court order appointing me to do so
<input type="checkbox"/>	I am the deceased person’s Personal Representative and attach confirmation of my appointment (Grant of Probate/Letters of Administration)
<input type="checkbox"/>	I have written, and witnessed, consent from the deceased person’s Personal Representative and attach Proof of Appointment
<input type="checkbox"/>	I have a claim arising from the person’s death (Please state details below)

Proof of Identity Provided:

(A List)	(B List)
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Utility Bill
<input type="checkbox"/> Passport	<input type="checkbox"/> Medical Card
<input type="checkbox"/> Driving Licence	<input type="checkbox"/> Other:

Signature of Applicant

I declare that the information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the health records referred to above under the terms of the GDPR.

Signature	
Print Name	
Date	