Drs. Turner, Naz, Bailey, Gitonga and Soma. biddulphdoctors

Associate Doctors: Drs. Aitken and Brookes **Biddulph Primary Care Centre,**

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Patient Access to Medical Records - Request Form

Access to Health Records under the General Data Protection Regulations 2016 (Subject Access Request)

ecords)

Patient's authority consent form for release of health records (Manual or Computerised Health Re	
please print all details	
To: Biddulphdoctors, Biddulph Primary Care Centre, Wharf Road, Biddulph, Staffordshire, ST8 6AG	
Identity of individual about whom information is requested	
Full Name	Former name(s)
Current address	Former address (with dates of change)
Data of hinth	NUIC must be at //F lun autur)
Date of birth	NHS number (if known)
Contact phone number (including area code)	E-mail address: (optional)
What is being applied for	
I am applying for copies of my health record	
Details of request	
I require copies of my ENTIRE medical records	
Or	,
I require copies of my medical records:-	
Date From to	

access.	
I am applying to access my health records	
I have instructed my authorised representative to apply on my behalf	
If you are the patient's representative please give details here:	
Name and address of representative	
Contact number and E-mail	
Signature	
Signature of applicant	
Print name Date	
(Office use only) Date of application received	
Received by	

Signed: Date:

Please tick the appropriate box identifying whether you or a representative on your behalf is applying for

PLEASE NOTE THAT WHEN COLLECTING THE COPIES OF YOU MEDICAL RECORDS YOU WILL NEED TO BRING IN SOME FORM OF IDENTIFICATION SO WE CAN ENSURE THAT THESE ARE BEING HANDED TO THE CORRECT PERSON

Biddulph Primary Care Centre, Wharf Road, Biddulph, Staffordshire. ST8 6AG

Dear Sir/Madam

Access to Health Records under the General Data Protection Regulations 2016

Below is background information regarding your rights under the Data Protection Act 2018 in relation to requesting access to your health records, along with a form to assist you to make your request. The General Data Protection Regulation 2016 (GDPR) and Data Protection Act 2018 gives every living person, or an authorised representative, the right to apply for access to health records. A request should be made (this includes e-mail) to the data controller at the NHS organisation where your records are held. Please contact us for alternative methods of obtaining access if you are unable to make a request in writing.

Under the GDPR, there is NO fee to view your health records or to be provided with a copy of them. We are not obliged to comply with your access request <u>unless</u>:

- we have sufficient information to identify you and to locate the information held about you.
- if your request is deemed to be repetitive (i.e. you have already received your information in the Past 12 months)
- it is excessive in nature for excessive requests based on a case-by-case judgement we may pass on our administrative costs.

Once we have all the required information, where relevant, your request will be dealt with within one month. In exceptional circumstances, where it is not possible to comply with this timeframe, you will be informed of the delay and given a timescale of no longer than a further two months from the date of request for when your request is likely to be met. If you choose to share your information with anyone else, this will be at your own risk

In some circumstances, the legislation permits us to withhold information held in your health records. These rare cases are:

- Where it has been judged that supplying you with the information is likely to cause serious harm to the physical or mental health or condition you, or any other person, or;
- Where providing you with access would disclose information relating to or provided by a third person who had not consented to the disclosure, this exemption does not apply where that third person is a health professional involved in your care.

When making your request for access, it would be helpful if you could provide details of the periods and parts of your health record you require. Although this is optional, it will help save NHS time and resources, and may avoid the issue of excessive requests and associated costs.

If you are using an authorised representative, you need to be aware that in doing so they may gain access to all health records concerning you, which may not be relevant. If this is a concern, you should inform your representative of what information you wish them to specifically request when they are applying for access.

If you have any complaints about any aspect of your application to obtain access to your health records, you should first discuss this with the practice. If this proves unsuccessful, you can make a complaint through the NHS Complaints Procedure by contacting the NHS organisation formally. Further information about the NHS Complaints Procedure is available on the NHS Choices website at: www.nhs.uk/aboutNHSChoices/pages/Howtocomplaincompliment.aspx

Alternatively, you can contact the Information Commissioners Office (responsible for governing Data Protection compliance) at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel 01625 545700, or www.ico.org.uk.

You may also wish to read our Practice Privacy Notice. This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. Please use the link below to access this on our Website.

https://www.biddulphdoctors.nhs.uk/website-privacy-policy/

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