

# Appendix A: Form - Request for Access to Records

The Access to Health Records Act 1990 and Data Protection Act give patients/clients/staff or their representatives a right of access, subject to certain exemptions, to their health records. New Court Surgery 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.**

**1. Details of Patient/Clients/Staff members records to be accessed** (Complete one form per person)

Surname	Date of Birth										
Forename(s)	Current Address										
Any former names (If Applicable)	Full Postcode										
Telephone Number	Previous Address (If Applicable)										
NHS Number (If known/relevant)											
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>											Full Postcode

**If further details are available please include in a separate covering note.**

**2. Details of Records to be Accessed – MUST BE COMPLETED**

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).

Records dated from	Department or services accessed
/ / to / /	
/ / to / /	
/ / to / /	

**3. Details of applicant** (Complete if different to patients/clients/staff members 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>

**4. Authorisation to release to applicant** (to be completed by the patients/clients/staff member if not making their own request)

**I (Print name)** \_\_\_\_\_ hereby authorise New Court Surgery 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/client/staff member :** \_\_\_\_\_ **Date:**    /    /

**Please Turn Over**

<b>5.</b>	<b>Declaration – MUST BE COMPLETED</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/client/staff member (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 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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**Please note your request will be delayed if you do not complete all appropriate sections of this form. Once completed send to:**

New Court Surgery, Borough Fields, Royal Wootton Bassett, Wiltshire, SN4 7AX

<b>For office use only:</b>	
<b>Received:</b>	<b>Date:</b>
<b>Form checked for completeness</b>	<b>Name:</b>
<b>Request logged</b>	<b>Ref No:</b>
<b>Acknowledgement letter sent to patient</b>	<b>Date:</b>
<b>Third party information removed</b>	<b>Date:</b>
<b>Approved for release by GP/Health Professional approved</b>	<b>Name:</b>
<b>Approved by Calidcott Guardian</b>	<b>Date:</b>
<b>Information released</b>	<b>Date:</b>
<b>Form passed for scanning</b>	<b>Date:</b>