

FARNWORTH FAMILY PRACTICE

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ACCESSING YOUR MEDICAL RECORDS AT FARNWORTH FAMILY PRACTICE

Introduction

In accordance with the UK General Data Protection Regulation, patients (data subjects) have the right to access their data and any supplementary information held by Farnworth Family Practice. This is commonly known as a subject access request (SAR). Data subjects have a right to receive:

- Confirmation that their data is being processed
- Access to their personal data
- Access to any other supplementary information held about them

Options for access

As of April 2016, organisations have been obliged to allow patient's access to their coded health record online. As of April 2020, this service now enables the patient to view their prospective full medical record. Prior to accessing this information, you will have to visit the organisation and undertake an identity check before being granted access to your records.

In addition, you can make a request to be provided with copies of your health record. To do so, you must submit a SAR form. This can be submitted electronically and the SAR form is available on the organisation website. Alternatively, a paper copy of the SAR is available from reception. You will need to submit the form online or return the completed paper copy of the SAR to the organisation. Patients do not have to pay a fee for copies of their records.

Time frame

Once the SAR form is submitted, Farnworth Family Practice will process the request within one calendar month.

Exemptions

There may be occasions when the data controller will withhold information kept in the health record, particularly if the disclosure of such information is likely to cause undue stress or harm to you or any other person.

Data controller

At Farnworth Family Practice the data controller is Dr C R Barua and should you have any questions relating to accessing your medical records, please ask to discuss this with the named data controller.

Dr C R Barua
Data controller

Farnworth Family Practice