

HESWALL & PENSBY GROUP PRACTICE

Subject Access Request Form

Heswall & Pensby Group Practice 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 its 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 (please complete one form per person)												
Surname:						Date of Birth:							
Forename(s):						Current Address:							
Any former names (if applicable):													
Telephone Number (if applicable)						Full Postcode:							
NHS Number:						Previous Address (if Applicable)							
												Full Postcode:	
If further details are available please include in a separate covering note.													

2	Details fo Records to be Accessed											
In order to locate the records you require please provide as much information as possible. Please list department or services you have accessed that your require records from: i.e. PALs, complaints, continuing healthcare or Human resources etc (continue on a seperate 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, including postcode, tel number											

4	Authorisation to release to applicant (to be completed by the patients/clients/staff member if not making their own request)
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I (Print name) _____ hereby authorise Heswall & Pensby Group Practice 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: _____

5	Declaration
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I declare that information by me is correct to the best of my knowledge and that I am, entitled to apply for access to the health records(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 asked to act on behalf of the data subject and they have completed section 4 - authorisation section 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 the data subject who is under 16 years old who has completed the authorisation section above. (Please include proof such as birth certificate)

- I am the parent/guardian of the 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 Guardian for the patient/client, who is over age 16 years under a Guardianship order (attached).

- I am 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:

- a - 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.

- b - It may be necessary to provide evidence of identity (i.e. Driving Licence)

- c - 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.

- d - Under the terms of the Data Protection Act, requests will be responded to within 30 days after receiving all necessary information and/or fee required to process the request.

- e - If you are making a request 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.

- f- Under the terms of Section & 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.

Print Name: _____ Signed: _____ Date: _____

Please complete and send this document to:
Heswall & Pensby Group Practice, 270 Telegraph Road, Heswall, Wirral, CH60 7SG