

ALMONDBURY SURGERY

Longcroft, Almondbury, Huddersfield, HD5 8XW

Tel: 01484 514555

Website: www.thealmondburysurgery.co.uk

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. Almondbury Surgery respects the right 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 (Please complete one form per person).

Surname	Date of Birth
Forename (s)	Current Address
Any former names (if Applicable)	Full Postcode
Telephone Number (s)	Previous Address (If Applicable)
	Full Postcode
NHS Number (If known/relevant)	
If further details are available, please include in a separate covering note.	

5. Declaration

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 death 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 the Data Protection Act, 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.
- 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.

Print Name

Signed (Applicant)

Date / /

For practice use only

Patient NHS number:		Date received	
Identity Staff verified by (initials):	Date:	Method (tick): Photo ID and proof of residence <input type="checkbox"/> Copy taken & attached <input type="checkbox"/>	
GP authorised to have access Yes <input type="checkbox"/>		Initials of GP	Date:
If Yes pass to Secretaries/Admin for redaction		Date:	
Date completed and notified patient to collect with photo id.		Staff Initials	Date: