



## 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. Old Swan Health Centre 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 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.

**To verify your identity, please ensure you bring a valid ID when returning the completed form.**

**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:**

**Previous Address** (If applicable):

**NHS Number** (If known/relevant)

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

**2. Details of Records to be Accessed**

Please use this space below to inform us of certain periods and parts of your health record you require or provide more information in a separate covering note.

This may include specific dates, consultant name and location, and parts of the records you require e.g., written diagnosis and reports. Note: defining the specific records you need may result in a quicker response time.

<input type="checkbox"/>	I would like a copy of my full health record
<input type="checkbox"/>	I would like a copy of my health records between specific dates only (please give date range): / / TO / /
<input type="checkbox"/>	I would like copy records relating to a specific condition / specific incident only (please detail below):

<b>3.</b>	<b>Details of Applicant</b> (Complete if different to patients/clients/staff members details)	
	<b>Full Name:</b>	
	<b>Company</b> (If applicable):	
	<b>Telephone Number:</b>	
	<b>Relationship with individual for whom records are being requested:</b>	
	<b>Address to which a reply should be sent:</b>	

<b>4.</b>	<b>Authorisation to release to applicant</b> (To be completed by the patients/clients/staff member if not making their own request)	
I _____ (print name) hereby authorise Old Swan Health Centre 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.		
<b>Signature:</b>		<b>Date:</b> /    /

<b>5.</b>	<b>Declaration</b>
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. <b>Please select one box below:</b>	
<input type="checkbox"/>	I am the patient/client/staff member (data subject).
<input type="checkbox"/>	I have been asked to act on behalf of the data subject and they have completed section 4 -authorisation above.
<input type="checkbox"/>	I am acting on behalf of the data subject who is unable to complete the authorisation section above (Covering letter with further details supplied).

<input type="checkbox"/>	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)
<input type="checkbox"/>	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.
<input type="checkbox"/>	I have been appointed the Guardian for the patient/client, who is over age 16 under a Guardianship order (attached).
<input type="checkbox"/>	I am the deceased patient/client's personal representative and attach confirmation of my appointment.
<input type="checkbox"/>	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 21 days after receiving all necessary information and/or fee required to process the request.
- ☐ For requests 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.

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</b> (Applicant):		<b>Date:</b>	/ /
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**Key Considerations**

<b>Forgotten History</b>	There may be something you have forgotten about in your record that you might find upsetting.
<b>Abnormal results or bad news</b>	If your GP has given you access to test results or letters, you may see something that you find upsetting to you. This may occur before you have had the opportunity to speak to a doctor, or while the surgery is closed, and you cannot contact them.
<b>Choosing to share your information with someone</b>	It's up to you whether you share your information with others – perhaps family members or carers. However, while this is your choice, it is also your responsibility to keep the information safe and secure.
<b>Coercion</b>	If you think you may be pressured into revealing details from your patient record to someone else against your will, it is best that you do not register for access at this time.
<b>Misunderstood information</b>	Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery for a clearer explanation.
<b>Information about someone else</b>	If you spot something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the practice as soon as possible.

Practice Use Only			
ID Checked	<input type="checkbox"/>	Staff Member Name:	
Level of Record access enabled		Core summary care record	<input type="checkbox"/>
		Detailed coded record	<input type="checkbox"/>
Account created by:		Date:	

## **Patient To Retain This For Their Reference**

**Please note:**

- **It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that your record has been accessed by someone that you have not agreed should see it, then you should change your password immediately.**
- **If you can't do this for some reason, we recommend that you contact the practice so that they can remove online access until you are able to reset your password.**
- **If you print out any information from your record, it is also your responsibility to keep this secure. If you are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.**
- **The practice may not be able to offer online access due to several reasons, such as concerns that it could cause harm to physical or mental health, or where there is reference to third parties. The practice has the right to remove online access to services for anyone that doesn't use them responsibly.**