



Subject Access Policy

Subject Access Requests in General Practice under General Data Processing Regulations (GDPR) 2018

1. If you hold personal information about a living individual under GDPR that individual has the right to obtain:
 - a. confirmation that their data is being processed;
 - b. access to their personal data; and
 - c. other supplementary information – such as who you share their information with, how long you hold it for and what other – this should be contained in a Privacy Notice and made available to patients and staff.
2. The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are made aware of what information the organisation holds about them and so that they can check that it is being processed lawfully.
3. A copy of this information must, on request, be provided **free of charge**. However, a ‘reasonable fee’ can be charged when a request is manifestly unfounded excessive or repetitive or the organisation may refuse to respond within one month. In this case the organisation must provide an explanation and the patient or member of staff must be informed of their right to complain to the Information Commissioner’s Office.
4. A reasonable fee based on the administrative cost of providing the information may be charged to comply with requests for further copies of the same information
5. Information must be provided without delay and at the latest within one month of receipt. This may be extended by a further two months where requests are complex or numerous. In this case the individual must be informed within one month of the receipt of the request and explain why the extension is necessary. Date of receipt of the request and the response time must be documented for audit purposes.
6. The identity of the person making the request must be verified, using ‘reasonable means’.
7. If the request is made electronically, you should provide the information in a commonly used electronic format.
8. The GDPR includes a best practice recommendation that, where possible, organisations should be able to provide remote access to a secure self-service system which would provide the individual with direct access to his or her information. Within General Practice this means that patients should be offered on-line access to their health record.
9. If the individual requests a ‘large amount’ of their personal information the GDPR permits you to ask the individual to specify the information requested.

The GDPR does not include an exemption for requests that relate to large amounts of data, but you may be able to consider whether the request is manifestly unfounded or excessive.

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ID Checked		ID Checked	

Fleet Medical Centre



Application for Access to Personal Records

Please use BLOCK CAPITALS when completing this form

Details of Personal Records Required			
Full Name			
Date of Birth		NHS Number	
Address			
<p>If you requesting these details on behalf of someone you will need to provide evidence that you have parental rights, power of attorney (Health & Welfare) or consent of the individual, failure to provide this will result in your request being declined</p>			

<p>What information do you wish to have access to? Please include dates if requesting records of a particular time period?</p>
<p></p>

<p>The General Data Protection Regulations 2018 allows a data controller (The GP Surgery) to ask for further information if the request is for "Large Amounts" of information. If you have requested access to your entire health record or for a substantial part please specify the reason for the request.</p>
<p></p>

<p>We would, ideally, like to provide you with Online Access to your health record. Would this be a suitable way for you to be given access?</p>	
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>If yes we will complete your registration for Patient Access, if a third party is requesting the information from you, you can also share this data with them securely through Patient Access.</p>
<p>If no, how would you like access to your records?</p>	
<p>Paper Copies <input type="checkbox"/></p>	<p>Visit the practice to view records <input type="checkbox"/></p>

<p>We aim to fulfil your request as quickly as possible but please be aware the GDPR 2018 allows the data controller up to one month to provide access.</p>			
Print Name:		Today's Date:	
Signature:		<p>Please provide a valid form of ID when applying and accessing records. Failure to do so will result in Access being Denied.</p>	

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