**APPLICATION FORM FOR ACCESS TO HEALTH RECORDS**

**in accordance with the General Data Protection Regulation (GDPR)**

**DATA SUBJECT ACCESS REQUEST**

This form must be completed in blue or black ink and signed in order for us to process your request.

**Patient details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname |  | |  | | --- | | Title | | (i.e. Mr, Mrs, Ms, Dr) | |  |
| Forename |  | Date of birth |  |
| Address: |  |  |  |
| Telephone number |  | NHS number (if known) |  |

**Record requested**

The more specific you can be, the easier it is for us to quickly provide you with the records requested. Record in respect of treatment for: (e.g. leg injury following a car accident)

|  |  |
| --- | --- |
| Please provide me with a copy of all records held |  |
| Please provide me with a copy of records between the dates specified: |  |
| Please provide me with a copy of records relating to the incident specified: |  |
| Please provide me with a copy of records relating to the condition specified: |  |

**Details and declaration of applicant**

Please enter details of applicant if different from Section 1

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Title  (Mr, Mrs, Ms, Dr) |  |
| Forename(s) |  | Address |  |
| Telephone number |  |

**Declaration**

I declare that the information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the health records referred to above under the terms of the GDPR.

Please tick:

* I am the patient
* I have been asked to act by the patient and attach the patient’s written authorisation
* I have full parental responsibility for the patient and the patient is under the age of 18 and:
  + has consented to my making this request, or
  + is incapable of understanding the request (delete as appropriate)
* I have been appointed by the court to manage the patient’s affairs and attach a certified copy of the court order appointing me to do so
* I am acting *in loco parentis* and the patient is incapable of understanding the request
* I am the deceased person’s Personal Representative and attach confirmation of my appointment (Grant of Probate/Letters of Administration)
* I have written, and witnessed, consent from the deceased person’s Personal Representative and attach Proof of Appointment
* I have a claim arising from the person’s death (Please state details below)

Signature of applicant: ...................................................... Date: ………………………..

**You are advised that the making of false or misleading statements in order to obtain personal information to which you are not entitled is a criminal offence which could**

**lead to prosecution.**

**Proof of identity**

Please indicate how proof of ID has been confirmed. Please select ‘A’ or ‘B’:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Method in which identity is**  **confirmed** | **Option taken** | **Documents attached** |
| A | Attached copies of documents as  noted in section 4A below | Yes/No | If Yes, please indicate here which documents have been attached |
| B | Countersignature (section 4B). This should only be completed in exceptional circumstances (e.g. in cases where the above cannot be provided) | Yes/No | Please indicate reason why this section was completed |

**Evidence**

**Evidence of the patient’s and/or the patient’s representative identity will be required. Please attach copies of the required documentation to this application form. Examples of required documentation are:**

|  |  |  |
| --- | --- | --- |
|  | **Type of applicant** | **Type of documentation** |
| **A** | An individual applying for his/her  own records | One copy of identity required,  e.g. copy of birth certificate, passport, driving licence, plus one copy of a utility bill or medical card, etc. |
| **B** | Someone applying on behalf of an  individual (Representative) | One item showing proof of the patient’s identity and one item showing proof of the  representative’s identity (see examples in ‘**A’** above) |
| **C** | Person with parental responsibility  applying on behalf of a child | Copy of birth certificate of child & copy of correspondence addressed to person with parental responsibility relating to the patient |
| **D** | Power of Attorney/Agent applying on behalf of an individual | Copy of a court order authorising Power of Attorney/Agent plus proof of the patient’s identity (see examples in ‘**A’** above) |

**Countersignature**

**This section is to be completed by someone (other than a member of your family) who can vouch for your identity. This section may be completed if 4A cannot be fulfilled.**

I (insert full name).................................................................................................................

Certify that the applicant (insert name).................................................................................

Has been known to me personally as .......................................... for ..........................years

(Insert in what capacity, e.g. employee, client, patient, relative etc.) and that I have witnessed the signing of the above declaration. I am happy to be contacted if further information is required to support the identity of the applicant as required.

Signed ................................................................................Date.........................................

Name................................................................... Profession. .............................................

Address................................................................................................................................

...............................................................................................................................................

Daytime telephone number.................................................................................................

Additional notes

Before returning this form, please ensure that you have:

* Signed and dated this form
* Enclosed proof of your identity or alternatively confirmed your identity by a countersignature
* Enclosed documentation to support your request (if applying for another person’s records)

Incomplete applications will be returned; therefore please ensure you have the correct documentation before returning the form.