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Subject Access Requests

Introduction

The General Data Protection Regulation (GDPR) gives every living person (or authorised representative) the right to apply for access to their medical records. Your medical records consist of electronic and paper records.

On Line Access to Medical Records

From April 2016, Medical records can be accessed as part of the practices online services. For security reasons, you will have to visit the practice to undertake an identity check before you are granted access to these records.

Request for a Subject Access Report or Request

- a valid subject access request can be in writing, sent by fax, or by email
- the request must have clear identity details i.e. Name, Address, DOB stating the exact data required. Eg. A specific time period or all personal data. (Data can be in electronic or paper format or both).
- The request must be signed by the requester and you will need to provide two valid forms of ID

If a verbal request is made, you will be asked to sign and request form.

Acknowledgement of a Subject Access Request

The data subject will be advised that their request will be dealt with within one calendar month.

- Add read code subject to access request status when a request is received and data subject advised.
- Process SAR within one calendar month
- Add read code Subject Access Request Completed when personal information has been supplied.

Charges

Partners:
Dr V Wadge, Dr G Malone, Dr A Engeset & Dr S Rae

Charges for personal data cannot be made to the data requester unless the request is excessive. In this case a reasonable administration charge will be made. The data subject/requester should be advised if there is a charge.

Please note: in some cases the data requester could be a solicitor acting on behalf of a data subject. In this case written consent must be obtained.

Requests to have Data Altered/Corrected/Erased

Data subjects have the right to ask for personal data to be corrected/alterd/erased. Refer such requests to the Practice Manager/GP

Note: It is important to check subject access request/consent given to third parties. E.g. insurance companies to confirm exactly what data is requested. Excessive data must not be provided.