



Subject Access Request Form - Request for Access to Records

The Hall Grove Group Practice (HGGP) respects the rights of individuals to have copies of their information wherever possible. Please see our Subject Access Request Policy for further details.

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 SAR 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/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)				Full Postcode			

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

2. Details of Records to be Accessed

In order to locate the records you require please provide as much information as possible. (Continue on a separate sheet if required).

Records dated from	Details
/ / to / /	
/ / to / /	
/ / to / /	

Further details:



3.	Details of applicant (Complete if different to patients/clients/staff members details)
Full Name	
Company (if Applicable)	
Relationship with individual who's records have been requested	
Address to which a reply should be sent	Postcode: _____ Tel: _____
4.	Authorisation to release to applicant (to be completed by the patients/clients/staff member if not making their own request)
<p>I (Print name) _____ hereby authorise the Hall Grove 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.</p> <p>Signature of patient/client/staff member : _____ Date: / /</p>	
5.	Declaration
<p>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.</p> <p>Please select one box below:</p> <p><input type="checkbox"/> I am the patient/client/staff member (data subject).</p> <p><input type="checkbox"/> I have been asked to act on behalf of the data subject and they have completed section 4 -authorisation above.</p> <p><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).</p> <p><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)</p> <p><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.</p> <p><input type="checkbox"/> I have been appointed the Guardian for the patient/client, who is over age 16 under a Guardianship order (attached).</p>	

**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.
- Subject Access requests will be responded to within one calendar month after receiving all necessary information and/or fee required to process the request.
- 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	/ /
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Please complete and send this document to:

Hall Grove Group Practice

For the attention of – The SAR Administrator

20 Parkway,

Welwyn Garden City,

Herts

AL8 6HG