**ADULT APPLICATION FOR ACCESS TO MEDICAL RECORDS (SAR)**

Data Protection Act 2018 and General Data Protection Regulation (GDPR)

**In accordance with the UK General Data Protection Regulation (UK GDPR)**

**Section 1: Patient details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Previous Surname** |  |
| **Forename** |  | **Date of birth** |  |
| **Address:** |  |
| **Telephone number** |  | **NHS number (if known)** |  |

**Section 2: Record requested**

Please tick the relevant boxes below. 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)

**Mark box with ‘X’**

|  |  |
| --- | --- |
| I am applying for access to **view** my records only via the NHS App | 🞏 |
| I am applying for an electronic copy of my medical record | 🞏 |

Please specify what information you are requesting:

|  |  |
| --- | --- |
| I would like access to my records between specific dates only (please give dates below) Dates from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞏 |
| I would like access to my records relating to a specific condition/specific incident only (please detail below) | 🞏 |
| I would like access to all my electronic records (held on computer) | 🞏 |

**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 UK Data Protection Act 2018 (<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>).

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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Patient signature** |  | **Date** |  |

**Section 2: Proof of identity**

Under the Data Protection Act 2018 (<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>) you do not have to give a reason for applying for access to your health records.

Patients with capacity and proxy nominees will be asked to provide two forms of identification one of which must be photographic identification. Please speak to reception if you are unable to provide this.

**Section 3: Consent for children**

If a child aged 11 or over has “sufficient understanding and intelligence to enable him/her to understand fully what is proposed” (known as Gillick Competence), then s/he will be competent to give consent for him/herself.

They may wish a parent to countersign as well.

Young people aged 16 and 17 are legally competent and may therefore sign this consent form for themselves but may wish a parent to countersign as well.

If the child is under 18 and not able to give consent for him/herself, someone with parental responsibility may do so on his/her behalf by signing this form below.

|  |
| --- |
| **I am the patient aged 11 – 18 years** |
| **Signature** |  |
| **I am the parent/guardian/person with parental responsibility (delete as necessary)**  |
| **Signature** |  |
| **Full name** |  |
| **Address** |  |
| **Date** |  |

You will be telephoned when the copies are ready for collection or posting.

**ADDITIONAL NOTES:**

Before returning this form, please ensure that you:

* **Have signed and dated the form**
* **Are able to provide proof of your identity or alternatively confirmed your identity by a counter signature (Please Note** – The copy identity documentation will be shredded once we have verified your identity).
* **Enclosed documentation to support your request (if applicable)**

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

**For office use only:**

* Identification verification must be verified through 2 forms of ID.
* One must contain a photo, e.g., passport or photo driving licence, and a bank statement.
* When this is not available, vouching by a member of staff or by confirmation of information in the records by one of the clinicians may be used.
* If this is a proxy request, when the patient has capacity, both the patient and the proxy should provide identification as above in person.

|  |  |  |  |
| --- | --- | --- | --- |
| **Request received** |  | **Request refused** |  |
| **Reviewed by** |  | **Request completed** |  |
| **Date sent** |  |
| **Comments** |  |
| **Patient identity verified by** |  | **Date** |  |
| **Method** | 🞏 **Photo ID or proof of residence – Type** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_🞏 **Photo ID or proof of residence – Type** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_🞏 **Vouching – by whom** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_🞏 **Vouching with information in record – by whom** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Proxy identity verified by** |  | **Date** |  |
| **Method** | 🞏 **Photo ID or proof of residence – Type** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_🞏 **Photo ID or proof of residence – Type** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_🞏 **Vouching – by whom** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_🞏 **Vouching with information in record – by whom** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |