

## APPLICATION FOR ACCESS TO MEDICAL RECORDS (SAR) BY PATIENT

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

### Section 1: Patient details

Surname		Former name	
Forename		Title	
Date of birth		Address:	
Telephone number		NHS Number	

### Section 2: Record requested -- OWN

Please specify what information you are requesting:

**OPTION 1:**

I WOULD LIKE TO REGISTER FOR ONLINE ACCESS TO MY MEDICAL RECORD AND WILL COME TO THE SURGERY WITH 2 FORMS OF ID TO COMPLETE THE NECESSARY FORMS.

**OPTION 2:**

I WOULD LIKE TO REQUEST A TARGETED SAR BETWEEN THE TWO FOLLOWING DATES AND/OR A SPECIFIC CONDITION OR INCIDENT (PLEASE BE AS DETAILED AS POSSIBLE)

- **DATES** .....
- **CONDITION**.....
- **INCIDENT**.....

**OPTION 3:**

I WOULD LIKE A FULL COPY OF MY MEDICAL RECORD **INCLUDING** ALL PAPER HELD RECORDS. I UNDERSTAND THAT THIS WILL TAKE LONGER TO PROCESS AND ALLOW UP TO 6 WEEKS **FROM** THE DATE SHOWN BELOW FOR THIS TO BE PROVIDED TO ME.

- I WOULD LIKE THIS IN PAPER FORMAT ( )
- VIA EMAIL ( )
- ON A MEMORY STICK THAT I WILL PROVIDE ( )

**OPTION 4:**

I WOULD LIKE A COPY OF ALL MY ELECTRONIC RECORDS (HELD ON COMPUTER)

- I WOULD LIKE THIS IN PAPER FORMAT ( )
- VIA EMAIL ( )
- ON A MEMORY STICK THAT I WILL PROVIDE ( )

**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](#).

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.

Applicant signature		Date	
---------------------	--	------	--

I confirm that I give permission for the organisation to communicate with the person identified above regarding my medical records			
Patient signature		Date	

**THIRD PARTY PROCESSING NOTICE**

We use a processor, iGPR Technologies Limited (iGPR), to assist us with responding to report requests relating to your patient data, such as subject access requests (SAR) that you submit to us (or someone action on your behalf submits to us) and report requests that insurers submit to us under the Access to Medical Records Act 1988 in relation to a life insurance policy that you hold or that you are applying for.

iGPR manages the reporting process for us by reviewing and responding to requests in accordance with our instructions and all applicable laws, including UK data protection laws.

The instructions we issue to iGPR include general instructions on responding to requests and specific instructions on issues that will require further consultation with the GP responsible for your care.

I,....., acknowledge the use of a third party in order to process my request.

Signature		Date	
-----------	--	------	--

