

## Appendix A: Form – Subject Access Request Form

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.

### Section 1: Patient details Surname

Maiden name

Forename

Title (i.e. Mr, Mrs, Ms, Dr)

Date of birth

Address:

Telephone number

Postcode:

NHS number /Denplan Number(if known)

Hospital 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 below:

Please provide me with a copy of records relating to the incident specified below:

Please provide me with a copy of records relating to the condition specified below:

Details and declaration of applicant Please enter details of applicant if different from above

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: (a) has consented to my making this request, or (b) 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.