

SUBJECT ACCESS REQUEST APPLICATIONS

Introduction

In accordance with the General Data Protection Regulation, patients (data subjects) have the right to access their medical records. This includes computer printouts of all electronic records and photo copies of paper records. This request for access to records is commonly known as a Subject Access Request (SAR).

Patients have a right to receive:

- Confirmation that their data is being processed
- Access to their personal data
- Access to any other supplementary information held about them

Options for access

You must submit a Subject Access Request (SAR) form; this form can be downloaded from our website (<http://www.bangorgpsurgery.co.uk>) or alternatively, a paper copy of the SAR is available from reception. On completion, either return by post or deliver in person to the Practice. Please note the requirement to provide proof of identity and proof of address which is essential due to the confidential nature of medical records. **Patients do not have to pay a fee for copies of their records.**

Time frame and Collection

On receipt of the SAR form and appropriate proof of identity, the Practice will aim to process the request within 1 calendar month. Our Reception team will phone to advise when the copies are available for collection. If copies have been requested to forward to a solicitor; patients can collect notes and deliver directly to the solicitor or give authority to the solicitor to call to Reception to collect the records. Please complete the relevant sections on SAR form.

Exemptions

There may be occasions when the data controller will withhold information kept in the health record, particularly if the disclosure of such information is likely to cause undue stress or harm to you or any other person.

**Should you require any further information please contact our Practice Manager,
Mrs Anne O'Mahony, on 028 91 515300**

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