

**APPLICATION FOR ACCESS TO HEALTH & SOCIAL CARE RECORDS
(Data Subject Access Request)**

Notes for Applicants

Please note Access to Health Records Act 1990 still applies in the case of access to the health records of deceased patients. To make an application under this Act please use form Access to Records Form Deceased.

Applying for access or a copy of health records

Please complete the details requested on this form and return to the relevant department shown below.

In the first instance, you may wish to consider viewing your records to decide whether you want to have copies made. This can be done by making an appointment with one of our teams via the contacts below.

Please note that if you are making an application on behalf of somebody else we require evidence of your authority to do so i.e. personal authority, court order, lasting power of attorney for health and wellbeing etc.

When the information will be released

The Trust will deal with your request promptly, and in any event the records will be sent to you within one month of receipt of your accurately completed form. If we encounter any difficulties in locating your data we will keep you informed of our progress. There may also be times when we need further information from you in order to locate records. In the event that your request is complex or significant in volume, we may write to you to extend the time period in which we will respond to you, this may be by up to two further months. The exact time will be communicated to you as soon as possible if that is the case.

Amending information within your record

Individuals do not have a right to have professional opinions or judgments deleted from the record, unless the entry is factually incorrect. However, if you disagree with any content of the record, you can ask to have a statement added to reflect your opinions. You are entitled to a copy of what has been added

Important Information

All documents are sent by Royal Mail recorded delivery and from Monday 1st October 2012 following Ofcom approval, the Royal Mail introduced "Delivery to a neighbour" which includes recorded delivery items. If you do not wish your mail to be delivered to a neighbor in your absence, please contact us to make arrangement to collect your documents in person.

Charges

For repeat requests for information that has previously been provided (duplicates), we may charge a reasonable fee to do so. This will be communicated if such a fee might apply.

Proof of Identity

To enable your request to be dealt with promptly, you are required to provide a copy of photographic identity i.e. Copy of Driving License/ Passport/ Trust I.D badge (In relation to personnel files). In the event you are unable to provide any photographic evidence, the Trust would still need to reasonably identify you.

In order for the Trust to be assured, two of the following items must be supplied:

Bank Statement	P45 or P60 Statement	Utility Bill i.e. Gas/ Electricity	Financial Statement (Pension)	Mortgage Statement
Dated in last 3 months	Dated in last 12 months	Dated in last 3 months	Dated in last 12 months	Dated in last 12 months

If your request is in relation to a minor, the Trust may require proof of Parental Responsibility.

We may be unable to process your request if we are unable to confirm your identity.

Further information

Further information around how we use your information can be found in our privacy notice by visiting our website: www.northumbria.nhs.uk

If you have any queries, please contact a member of the Information Governance Team on 0191 607 3609

**Data Protection Act 2018 (GDPR)
(Subject Access Request Form)**

Section 1: Particulars of Person whose information is requested.

Title		Surname	
Maiden Name		Forename(s)	
Date of Birth	____/____/____	Sex	Male / Female
Address			
	Postcode		
Telephone/contact number			

If name and/or address were different from the above during the period(s) to which your application relates, please give details:

Previous name(s)	
Previous Address	
Dates from / to	

Section 2: Required Information

Please provide as much information as possible. Give full details of all the periods you are interested in. Please add any additional comments below.

Hospital/NHS Number or any relevant reference number if known	
Department/Service	
Doctor/specialist if known/applicable	
Approximate dates required	From ____/____/____ To ____/____/____
Any other information/details that may assist:	
View only – at the Trust alongside a professional	<input type="checkbox"/>
A full copy of your records/personal file	<input type="checkbox"/>
A particular section/s of your personal file/personal information	<input type="checkbox"/>

Section 3: If applying on behalf of the data subject please complete

Title		Surname	
Maiden Name		Forename(s)	
Address			
	Postcode		
Telephone/contact number			

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 records referred to above under the terms of the Data Protection Act 2018 (GDPR).

Please delete as appropriate:

- * I am the data subject.
- * I am the parent/guardian of an individual under 16 years old who has completed the authorisation (Section 3).
- * I have been asked to act by the data subject and attach their written authorisation who has completed the authorisation (Section 3).
- * I am acting in loco parentis as the data subject is incapable of understanding the request and has consented to my making this request. I have completed the authorisation (Section 3) and attach my authorisation.

Signed: _____ Date: _____

We would suggest that you send any confidential documents by recorded delivery as the Trust cannot be held liable for any items lost in the post.

Please return this form to:

For Medical record requests	Heath Records Department Northumbria House 7-8 Silver Fox Way North Shields Tyne and Wear NE27 0QJ Or; Medico-Legal@northumbria.nhs.uk
For HR & Community Health and Social Care records (Health Visiting, Sexual Health, District Nursing)	Information Governance Team (Digital Services) 3rd Floor Cobalt Business Exchange & Conference Centre Cobalt Park Way Newcastle Upon Tyne, NE28 9NZ Or; igofficer@northumbria.nhs.uk