

SUBJECT ACCESS REQUEST FORM – GP HELD MEDICAL RECORD

Confidential – the content of this form is for the requester and authorised NHS Shetland staff only

You have a right, under the General Data Protection Regulations (GDPR) and Data Protection Act (DPA) 2018, to access the personal data that NHS Shetland holds about you. Asking for access to this information is referred to as a Subject Access Request or SAR.

This form is for making a request to access your own GP Held Medical Record. A copy of this request will be added to your medical record.

Full Name:

DOB:

Address:

Required information (and any relevant dates): [e.g. emails between "A" and "B" from 1/5/17 – 6/9/17.]

If the information will be requested on a regular basis, monthly, weekly, etc, can you please provide additional information: this will request will remain in place from 12 months from original date of signature.

If you have requested copies of your records you may collect them in person or arrange to have them sent by secure email. We encourage the use of secure email to send electronic copies of records. Please indicate below how you wish to receive the copy of your records:

Hard copy (in person) _____

Email _____

By signing below, you indicate that you are the individual named above. The practice cannot accept requests regarding your personal data from anyone else, including family members. We may need to contact you for further identifying information before responding to your request.

Please return this form to the Unst Health Centre, Baltasound, Unst, Shetland ZE2 9DY.

Please allow **28 days** for a reply.

Signature:

Date:

FOR INTERNAL USE ONLY:

- Coded 9IA
- Scanned to Medical Record/DOCMAN