


Version	Date Published	Review Status
2.0	May 2023	New document

LLANDRINDOD WELLS MEDICAL PRACTICE SUBJECT ACCESS REQUEST

Appendix A: Form – Subject Access Request Form

The PRACTICE respects the rights of individuals to have copies of their information wherever possible.	
Personal information collected from you by this form, is required to enable your request to be processed, this personal information will only be used in connection with the processing of this Subject Access Request.	
Charges Payable: In accordance with legislation no fee will be charged for your request, unless the request is manifestly unfounded or excessive, particularly if it is repetitive. Before any further action is taken, we will contact you with details of our “reasonable administrative charges” in order to comply with your request.	

<p>Our practice has decided to outsource our medical reporting to MediData, who will process your medical report using their system, eMR.</p> <p>They can provide your medical records through a secure access portal operated by MediData Exchange Limited (MediData), which will provide you with electronic access to your medical records through an encrypted secure access portal. They will not provide your medical records through this portal unless you consent to them doing so.</p> <p>If you consent to your medical records being provided through this secure portal, MediData will contact you directly to provide access to the secure portal where your medical records will be made available in PDF format.</p> <p>Where MediData need to provide you with access to the secure portal, they will require your email address and mobile telephone number to provide access via email and text.</p> <p>You can find more details regarding MediData on our Privacy Notice and Subject Access Request policy.</p> <p>If you consent to your medical records being provided through the secure access portal, you have the right to withdraw this consent at any time by notifying MediData by email: notifyus@medi2data.com</p> <p>Contact details: Support team, for patients and third parties - 03333 055 774 emr@medi2data.com connect@medi2data.com</p>
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PLEASE COMPLETE IN BLOCK CAPITALS – Illegible forms will delay the time taken to respond to requests.	
1.	Details of Patient/Clients/Staff members records to be accessed (Please complete one form per person)
Surname	Date of Birth
Forename(s)	Current Address
Any former names (If Applicable)	Full Postcode
Telephone Number	Previous Address (If Applicable)
Email Address:	Full Postcode
NHS Number (If known/relevant)	
If further details are available please include in a separate covering note.	

2.	Details of Records to be Accessed
In order to locate the records you require please provide as much information as possible. Please list the department or services you have accessed that you require records from: i.e. PALs, complaints, continuing healthcare or Human resources etc (Continue on a separate sheet if required).	
Records dated from	Department or services accessed
/ / to / /	
/ / to / /	
/ / to / /	

3.	Details of applicant (Complete if different to patients/clients/staff members details)	
Full Name		
Company (if Applicable)		
Relationship with individual who's records have been requested		
Address to which a reply should be sent		
	Postcode:	Tel:

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4. Authorisation to release to applicant (to be completed by the patients/clients/staff member if not making their own request)

I (Print name) _____ hereby authorise the [PRACTICE] to release any personal data they may hold relating to me to the above applicant and to whom I authorise to act on my behalf.

Signature of patient/client/staff member : _____ Date: / /

5. Declaration

I declare that information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the health record(s) referred to above, under the terms of the Access to Health Records Act (1990) / Data Protection Act.

Please select one box below:

- I am the patient/client/staff member (data subject).
- I have been asked to act on behalf of the data subject and they have completed section 4 -authorisation above.
- I am acting on behalf of the data subject who is unable to complete the authorisation section above (Covering letter with further details supplied).
- I am the parent/guardian of a data subject under 16 years old who has completed the authorisation section above. (Please include proof such as birth certificate)
- I am the parent/guardian of a data subject under 16 years old who is unable to understand the request and who has consented to my making the request on their behalf.
- I have been appointed the Guardian for the patient/client, who is over age 16 under a Guardianship order (attached).
- I am the deceased patient/client's personal representative and attach confirmation of my appointment.
- I have a claim arising from the patient/client's death and wish to access information relevant to my claim (Covering letter with further details to be supplied).

Please Note:

- If you are making an application on the behalf of somebody else we require evidence of your authority to do so i.e. personal authority, court order etc.
- It may be necessary to provide evidence of identity (i.e. Driving Licence).
- If there is any doubt about the applicant's identity or entitlement, information will not be released until further evidence is provided. You will be informed if this is the case.
- Under the terms of the Data Protection Act, requests will be responded to within 30 days after receiving all necessary information and/or fee required to process the request.
- If you are making a request under the Access to Health Records Act 1990, requests will be responded to within 40 days where no entries have been made to the patient/client's record 40 days immediately preceding the date of this request, otherwise requests will be responded to within 21 days after receiving all necessary information and/or fee required to process the request.
- Under the terms of Section 7 of the Data Protection Act, Information disclosed under a Subject Access Request may have information removed; this is to ensure that the confidentiality is maintained for third parties referred to who have not consented to their information being disclosed.

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I consent to MediData providing copies of my medical records through the secure access portal and for MediData to contact me directly using the information provided above. Tick Box:

I consent to my medical records being stored, and to remain available on the secure access portal operated by MediData for a period of six (6) months after being first made available. Tick Box:

Print Name		Signed (Applicant)		Date	/ /
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Please complete and send this document to:

Llandrindod Wells Medical Practice

Spa Road East, Llandrindod Wells, Powys LD1 5ES

Tel: 01597 824291 e-mail. Cath.mahon2@wales.nhs.uk