

# Brook House and Raymond Road Surgeries

## Subject Access Requests (SARs)

### Introduction

The Data Protection Act gives every living person (or authorised representative) the right to apply for access to their health records.

### Online Access to Medical Records

As of March 2016, [*Coded information from Medical Records*] can be accessed as part of the Practice's online services. For security reasons, you will have to visit the practice to undertake an identity check before you are granted access to these records.

### To make a subject access request

A request for your medical health records held at Brook House and Raymond Road Surgeries must be made in writing using our Subject Access to Medical Records Form available from our medical secretaries. This form can then be forwarded to you via email or post.

### Costs

Under the Data Protection Act you will not normally be charged a fee to view your health records or to be provided with a copy of them unless the request is In the event that a request is deemed to be unfounded or excessive, a fee will be incurred based on the administrative cost of providing the information.

Once we have all the required information, and fee where relevant, your request should be fulfilled within one month (in exceptional circumstances where it is not possible to comply within this period, you will be informed of the delay within one month of the request. We will provide you with a timescale of when the information will be made available, which will be no more than three months after the request was made).

### Exemptions

In some circumstances, the Data protection Act permits the us as the data controller to withhold information held in your health record. These rare cases are:

- Where it has been judged that supplying you with the information is likely to cause serious harm to the physical or mental health or condition of you, or any other person, or;
- Where providing you with access would disclose information relating to or provided by a third person who had not consented to the disclosure. This exemption does not apply where that third person is a clinician involved in your care.

If you are using an authorised representative and completed their SAR, we will ask you to also complete our SARs form. This process has been put into place to ensure that

- a) You are aware they have approached us and confirmation from yourself that you are aware that they may gain access to all health records concerning you, which may not all be relevant.
- b) For you to specify exactly what you wish to be disclosed to them

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- c) As GP Surgeries, we have ethical obligations around how patient records are shared, and will explain to patients, in broad terms, the implications of making a Subject Access Request so that you can make an informed decision on whether they wish to exercise their rights under the Data Protection Act