

Application to access personal confidential information

1. Patient details (i.e. the person whose information you are requesting)			
Full name (please print)		Date of birth	
Current address (including postcode)		Previous address (if relevant)	
Telephone no.		Mobile no.	
Hospital no. (if known)		NHS number (if known)	
Email address			

2. Your details (if different from above)	
Full name (please print)	
Current address (including postcode)	
Email address	
Telephone number	

3. Information required

Please help us to identify and locate the information that you would like to receive by giving as much detail as possible and approximate treatment dates required.

Please continue on a separate sheet if necessary.

4. Authority and evidence required to access patient information

We have to be certain of your identity and your right to access the information you have requested.

We have detailed below the evidence required based on the type of request. Please tick the relevant box and ensure you enclose the necessary evidence with your application.

- A. A copy of a valid passport, driving licence or birth certificate of applicant
- B. A copy of official correspondence dated within six months- such as utility bill, TV licence, bank statement etc
- C. Letter of consent from the patient authorising applicant to act on their behalf
- D. A copy of the Child's birth or adoption certificate
- E. A copy of the Lasting Power of Attorney (Health and Welfare)
- F. A copy of the will showing you are the Executor or a Grant of Probate
- G. A copy of a Solicitor letter detailing the nature of your claim arising from the patient's death

✓	Request type	Evidence Required
	I am requesting information about myself	A and B
	I have the patient's consent to act on their behalf	A and B from the applicant AND A and C from the patient
	I have 'parental responsibility' and the individual is under 16 years of age.	A, B and D
	I have a Lasting Power of Attorney (Health and Welfare)	A, B and E
	I am the deceased patient's personal representative	A, B and F
	I have a claim arising from the patient's death	A, B and G

5. Charges

In most cases there is no fee to obtain a copy of a patient's Medical Records.

However, where the request is manifestly unfounded or excessive a charge may be applied for the administrative costs of complying with the request.

A charge may also be applicable if further copies of the patient's records are requested following the initial request.

You will be notified at the time of your application if a fee is applicable.

6. Declaration

I declare that the information provided on this application form is correct to the best of my knowledge and that I am entitled to receive the information requested. I fully understand that it is a criminal offence to attempt to obtain personal information unlawfully.

I have enclosed all relevant evidence as detailed in section 4.

Signed		Date	
Name Please print			

7. Submitting your application form

All requests and enclosures should be sent to:

Medical Records SARs
Surrey and Sussex Healthcare NHS Trust
East Surrey Hospital
Canada Avenue
Redhill, Surrey RH1 5RH

Or via email to:
Sash.sars@nhs.net

Please note requests for copies of a Child's records will be forwarded to our Legal department for processing. They can be contacted on 01737 768 511ext 1772.

9. Our duty to you

Surrey and Sussex Healthcare NHS Trust has a duty to ensure that it protects patient confidentiality and only discloses personal information to those who have a right to receive it. For these reasons, all requests for access to personal information must be accompanied by satisfactory evidence of the applicant's identity and, where relevant, evidence of their right to receive the information.

In accordance with the Department of Health guidance to NHS organisations, we will always try to provide information within 21 calendar days if it is at all possible to do so. However, the General Data Protection Regulations allows us a legal timescale of one month to respond.

The month starts when we receive your request together with all the required supporting information.

All records are normally sent via recorded delivery. If you would prefer to collect them or receive them via email please let us know.

Although rare, there are some circumstances where we are not obliged to disclose certain information held in your records. You can find out more about this on the Information Commissioner's website: <http://ico.org.uk>

If you need further assistance, please telephone: 01737 768 511 x6740.