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## How to request GP records and other personal information from the Practice

### Your rights

You can ask your doctor, dentist or any other health professional who has been treating you to see or have copies of the records that have been made about your health. The Data Protection Act of 1998 allows you access to your health records.

### How to apply to see your records

You can make an application to see or have a copy of your records in writing, by e-mail or by fax.

The following information must be provided:

- Name
- Address
- Date of birth
- The exact data required – i.e data for a specific time period or the entire medical record.

The request must be signed by the requestor.

Individuals making a Subject Access Request must provide two forms of ID.

If an individual finds it impossible or unreasonably difficult to make a Subject Access Request in writing please discuss this with our Reception staff.

### Time scale

We will process such requests within 30 days of the request being received.

### Charges

Unless the request is considered excessive or has previously been provided there is no charge to have copies of your records. Where the request is considered excessive or has previously been provided a charge will be made.

Reviewed January 2023

## Requests to have data altered, corrected or erased

All such requests should be made to the Practice Manager.

### Children

A Parent may request to see a child's record if the child is under 16 years of age. However, a child aged 12 years or over is generally considered mature enough to understand what a subject access request is and will therefore be asked to provide their consent to allow their parent/s to make the request..