

## PRIVATE AND CONFIDENTIAL

# **Subject Access Request Form**

General Data Protection Regulation (EU) and Data Protection Act

The form should be filled out in block capitals or in type.

## Section 1: Details of the person whose records are being requested

Surname:	
Former Surname:	
First Names:	
Title:	Mr/Mrs/Ms/Miss
Date of Birth:	
NHS Number:	
Current Address:	
Former Address:	
(if applicable)	

## Section 2: Applicant details (if making a request on behalf of the person above)

Name:	
Address:	
Relationship to person in section 1:	

### Section 3: Further Information

Please try and tell us what specific information you wish to see and provide as many details as possible so that we can identify your records as quickly as possible e.g. dates, department, location:

#### Section 4: Consent

Please tick **<u>one</u>** of the following boxes and sign below:

I confirm I am the person mentioned in section 1 and I require access to my personal records	
I confirm I am the person mentioned in section 1 and I authorise the release of copies of my personal records (described in section 3) to the person mentioned in section 2	
I confirm that I am the person mentioned in section 2 and I have parental responsibility for the child in section 1	
I confirm I am the person mentioned in section 2 and have been authorised to act as an agent / power of attorney for the patient in section 1	

Name:	
Signature:	
Date:	