

# TRAFFORD PRIMARY HEALTH & PRACTICES

## Data Subjects Rights – Subject Access request | Appendix 1 to Annex I

<b>(1) Details of the subject whose records will be accessed</b>	
Surname	
Forenames	
Date of Birth	
Gender	
Address	
Telephone Number	
Email	

I, as the data subject (patient), request a copy of information held by Grove Medical Practice relating to:

<b>(2) In order to support the Practice in expediting your request and minimize cost incurred please specify details the purpose to allow us to target information held relating to you. (e.g. appointment booking / cancellation, test results, claim investigation, specific medical condition[s])<sup>i</sup></b>		
Document(s) required	From (Date)	To (Date)
<i>If you are seeking specific document(s) please provide: clinic / test date; hospital; department and consultant if known.</i>		

Signature	
Date	
ID Verification	
	<i>Type of ID provided by patient</i>
Staff Authentication	
	<i>Staff member initials</i>
<b>Patient Access: YES / NO   SAR facilitated through Patient Access YES / NO</b>	
<b>Date Request Received</b>	
<b>EMIS NUMBER</b>	

<b>(3) Staff Handling</b>	<b>Date</b>	<b>Name</b>	<b>Duration<sup>ii</sup></b>
File Collation			
File Review / Redaction			
Redaction (2 <sup>nd</sup> ) Review			
File Encryption (If Applicable)			

<b>STAFF NOTES / DIARY ENTRIES</b>

	<b>Date</b>	<b>Staff Signature</b>	<b>Patient Signature (If collected)</b>
File Dispatch / Signature of subject on collection			
Practice Data Subjects Rights Notes for the Subject Annex I App 3 Given / Enclosed	<i>Either handed to patient or enclosed within the dispatched documents.</i>		
File Name (PDF)	<b>To be completed once document has been completed and prior to dispatch</b>		

Creation date – 25th May 2018

Creator – Practice Manager

Deputy – Lead GP

Review – Two Yearly

Last Review – 31<sup>st</sup> Jan 19

<sup>i</sup> Subjects are entitled to receive a copy of all information held on them, subject to a redaction process removing any identifiable reference to third parties or content which may cause harm or distress.

<sup>ii</sup> Time taken for task