

# **Claypath and University Medical Group**

## **Patient Subject Access Request Policy EU General Data Protection Regulation (GDPR)**

We hold and process certain personal data about you to manage your health and to comply with NHS legislation and other statutory requirements. Our policy on data protection explains the type of data we hold about you.

### **Your Rights Under GDPR**

As a patient, you have the right under GDPR to access your information. This means you can request to see any information we hold about you. Identifying the various types of information, we hold about you may take some time. We can take up to one month to collate this data and present it to you.

When you are given the data, you can ask us to remove or alter anything which is incorrect. You can, in some circumstances, ask for data to be destroyed. You may also withhold your consent to us collecting and processing data. You have the right to ask us what data we hold and why, who we share it with, and how long we keep it.

### **Requesting Information**

Please understand that reviewing your requested information for third-party details is time-consuming for our team. Extensive requests can slow our response and divert attention from providing medical care. We appreciate it if you could limit your request to only the essential information needed.

Please use the below form to make your request. Give as much detail as you can about the type of information you are requesting to make our search as accurate as possible. If we require more information, we will ask you for it.

To ensure we comply with our duty of patient confidentiality; we require the form to be returned in-person to either of our sites, so we can verify the person making the request is the person to whom the data relates. If you do not have photographic ID, or you are unable to attend in person (e.g. you are housebound), please contact the surgery to speak to the practice manager so we can consider a suitable alternative approach to verifying your identity

### **Requests on Behalf of Another**

There are limited circumstances where a request can be made on behalf of another person. In such circumstances, please contact the practice manager (via the reception phone line) to discuss whether that is permissible and how that request can be processed.

# Claypath and University Medical Group

## Subject Access Request Form EU General Data Protection Regulation (GDPR)

You are making a request under GDPR for us to provide you with personal data held by us about you. To ensure we provide your information and not that of another individual, please provide as much of the information as you can below so we can match the record with the request.

<b>First Name</b>	
<b>Surname</b>	
<b>Date of Birth</b>	
<b>NHS Number</b>	
<b>Address</b>	
<b>Home Telephone No.</b>	
<b>Mobile Telephone No.</b>	
<b>Email Address</b>	

### Please specify what information you require.

Please understand that reviewing your requested information for third-party details is time-consuming for our team. Extensive requests can slow our response and divert attention from providing medical care. We appreciate it if you could limit your requests to only the essential information needed. Thank you for your cooperation.

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### Please hand in this form at either of our reception sites. Please bring photographic ID.

To ensure we comply with our duty of patient confidentiality; we require the form to be returned in-person so we can verify the person making the request is the person to whom the data relates.

If you do not have photographic ID, or you are unable to attend in person (e.g. you are housebound), please contact the surgery to speak to the practice manager so we can consider a suitable alternative approach to verifying your identity

<b>Office Use Only</b>	
<b>Application Processed by</b>	
<b>Date</b>	
<b>Type of ID Seen</b>	