

## SARS (Subject Access Requests)

Individuals have the right to access and receive a copy of their personal data, and other supplementary information. This is commonly referred to as a **Subject Access Request** or SAR. This may be via a secure electronic or by requesting a paper copy of the record.

You should receive a response within one month of receipt of your request, but if the request is complex or if we receive a number of requests from you, we may extend the time limit further by two months. This information will be provided free of charge although we will charge an admin fee for further copies of the same information. That includes solicitors or individual requests

You will be provided the information in an accessible, concise and intelligible format and this will be disclosed securely. The data will be provided in an electronic format if requested electronically; otherwise, you can receive it in paper form.

If you would like the information to be sent to via email, you should be aware there is a risk e.g. unauthorised interception of the data. However if email is better for you we will need something in writing, either a letter or email, stating you are happy for us to send the medical records to your nominated email address. Please note that NHS email, which is what the practice uses, is a secure, encrypted message service, but we cannot be responsible for the security of the email system you nominate once the email leaves the practice.

If you have any questions about the medical terminology within your record please make a telephone consultation with your named GP.

A third party acting (e.g. a solicitor or other company), on behalf of the data subject (the patient), providing consent has been given by the patient, can make a subject access request. As a patient, you can authorise a third party but we will need to have your written consent that you are happy for us to share your medical records with that party. Third party or sensitive information may be redacted unless it is requested to be disclosed.

For third party requesters, if you request information directly under a SAR (Subject Access Request), we will provide this information directly to the patient (as the subject). If you wish for the information to be sent directly to you this will not be processed as a SAR (Subject Access Request) and will be chargeable, we will ask for payment before we send this information to you.

Please note that there may be information within your medical record that may cause you upset or that you do not wish to be disclosed to other parties. If a third party requests your medical records, we will ask you to come to the surgery to collect them, this then gives you the option to read over and remove any information you wish to disclose, before you send them off to the requester.

Where a child is under 11 years, both parties with parental/carer's responsibility are entitled to access the child's records, we may ask you to evidence this.

You can visit the below link for more information:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>