Request to Access Personal Records

PRIVATE AND CONFIDENTIAL

SAR1 Subject Access Request
General Data Protection Regulation (EU) 2016/679 and Data Protection Act

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

Section 1: Details of person whose records are being requested

Surname:	
Former Surname:	
First names:	
Title:	Mr/Mrs/Ms/Miss/Other
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 3a: Records to be released

I understand that filling in and signing this form gives you permission to release copies of the following GP records to the person whose details are given above:

Please tick **one**:

☐ Full electronic record

☐ Full electronic record + old paper notes (please bear in mind that this option will take a few weeks longer as we need to request your notes from our off-site unit and then copy them)

Section 3b:

Please tick **one**:

☐ Full copy of my records

☐ Records for the period from …….. to ……..

Section 4: Consent

Please tick **one** of following boxes and sign below:

I confirm I am the person mentioned in section 1 and I require access to my personal records. I will collect these from Saltash Health Centre	☐
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 will collect these from Saltash Health Centre.	☐
I confirm I am the person mentioned in section 2 and have been authorised to an act as an agent/power of attorney for the patient in section 1. I will collect these from Saltash Health Centre.	☐

Name:	PLEASE WRITE NAME IN CAPITALS
Signature:	
Date:	

Please return the form to:
The Medical Records Officer
Saltash Health Centre
Callington Road
Saltash
Cornwall
PL12 6DL