



Health & Social Care  
Information Centre

## Subject Access Requests (SAR)

### Making a request for personal information under the Data Protection Act 1998

#### 1. Download the relevant SAR form

If you wish to make a request for 'personal data' under the Data Protection Act (DPA) 1998 you must do so in writing or by completing the Subject Access Request (SAR) form, from our Guide to Information, [Policies and procedures](#) (top right, 'related information')

Please supply as much detail as possible in order that we provide the most relevant information in relation to your request.

#### 2. Include copies of documents to verify your ID

The Data Protection Act places a legal obligation on the Health and Social Care Information Centre (HSCIC) to ensure we do not supply any information unless we have received:

- a request in writing, and
- further information in order to satisfy ourselves as to the identity of the person making a request.

Your application (SAR) must be accompanied by **copies of at least two official documents**, which show your name, date of birth and current address, e.g. driving licence, birth/adoption certificate, passport, recent utility bill.

#### 3. Send your request by post

Send your completed SAR form and copies of relevant official documents to:

Information Governance Department  
The Health and Social Care Information Centre  
1 Trevelyan Square  
Boar Lane  
Leeds LS1 6AE

#### How much will it cost?

As a Data Controller of personal information, the HSCIC charge the maximum £10 fee for dealing with a subject access request for records such as personnel files. There are special rules that apply to fees for access to manual health records (for example those records which fall under the Lloyd George envelope category).

To provide copies of patient health records the maximum costs are:

- Health records held electronically: up to a maximum £10 charge.

The Information Commissioner's Office (ICO) is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals, please visit their '[your information](#)' page on their website for further guidance:

[http://www.ico.gov.uk/for\\_the\\_public/your\\_personal\\_information.aspx](http://www.ico.gov.uk/for_the_public/your_personal_information.aspx)

- Health records held in part electronically and in part on other media (paper, x-ray film): up to a maximum £50 charge.
- Health records held totally on other media: up to a maximum £50 charge.

The HSCIC will charge 20p per sheet for photocopying plus the cost of postage up to the maximum £50 charge.

For all other records e.g. personnel files a maximum charge of £10 will be made.

### **How long will it take?**

Section 7 of the Data Protection Act places a statutory obligation on organisations to respond to such requests within 40 calendar days; we will however endeavour to respond to your request in line with the Department of Health guidance of 21 days.