



Subject Access Request Form

Under the Data Protection Act 1998, you have a right of access to personal information that the Department of Health holds about you. However, as a Government department dealing with a wide range of policies, we could hold personal information in a number of different areas. Completing this form will help us to locate the information you are seeking and deal with your request as quickly as possible.

Please note that the Department of Health does not hold medical records. Please refer to [Annex A](#) for details of how to access this information.

Part 1 – About Yourself

SURNAME:

FIRST NAME(S):

ALTERNATIVE NAMES:

CURRENT ADDRESS:
(including postcode)

If you have lived at this address for less than 1 year, please give your previous address:

PREVIOUS ADDRESS:
(if relevant)

PHONE NUMBER:

EMAIL ADDRESS:

DATE OF BIRTH:



Part 2 - Locating Your Personal Information

In order for us to be able to locate the information you are seeking, please provide some details, if known, as to where you feel information is held about you. If you would like to provide any further information that you feel would be helpful in locating your personal information, please provide this in the box named Additional Information.

SUBJECT DETAILS:

NAME OF OFFICERS(s):
(if known)

DATES OF CONTACT:
(approximately)

**ADDITIONAL
INFORMATION:**
(e.g. reference numbers,
staff number if previous
employee)

You may continue on plain sheets if necessary



Part 3 – Confirming Your Identity

Section 7(3) of the Data Protection Act 1998 states “A data controller is not obliged to comply with a request unless he is supplied with such information as he may reasonably require in order to satisfy himself as to the identity of the person making the request.”

Please provide for identity purposes a copy of any one of the following documents listed below. Your document will be returned once the search for your personal data is completed. Please note that bills should not be more than six months old.

- Scanned copy of current passport
- Original copy of electricity bill in your name
- Original copy of gas bill in your name
- Original copy council tax bill in your name

Part 4 - Declaration

Please read the following declaration carefully and sign and date it.

I, certify that the information provided on this application to the Department of Health is true. I understand that it is necessary for the Department to confirm the data subject’s identity and that it may be necessary for the Department to request more details from me in order to be able to locate the correct information.

Signature:..... Date:.....

Please return the completed form to:

**Department of Health
Data Protection Team
Room 7N
133-155 Wellington House
LONDON
SE1 8UG**

If you require help completing this form, please contact the Department’s Data Protection Team on 0207 972 8576.



Annex A

Medical Records

The Department of Health does not hold medical records (health records).

Informal requests to view your health record

If you want to view your health records, you may not need to make a formal application. Nothing in the law prevents healthcare professionals from informally showing you your own records. You can make an informal request during a consultation or by phoning your GP surgery or hospital to arrange a time to see them. Copies of records are supplied only if a formal application for access to the records has been made.

Formal requests under the Data Protection Act

Under the Data Protection Act 1998, you have a legal right to apply for access to health information held about you. This includes your NHS or private health records held by a GP, optician or dentist, or by a hospital.

A health record contains information about your mental and physical health recorded by a healthcare professional as part of your care.

If you want to see your health records, you don't have to give a reason.

Applying for access to your health records

Depending on which health records you want to see, submit your request in writing or by email to a registered health professional such as:

- your GP surgery
- your optician
- your dentist
- the hospital trust's health records manager or patient services manager

For more information on how to access your medical record please visit the NHS Choices website. A link to the section, "How do I access my medical records (health records)?" on the NHS Choices website is below.

<http://www.nhs.uk/chq/Pages/1309.aspx?CategoryID=68&SubCategoryID=160>