**Yorkleigh Surgery**

**Subject Access Request**

You have the right to see your patient record, with the exception of third party information (names of other people and information relating to them) and anything that the GP may consider inappropriate for you to see (this is a rare circumstance). It may take up to 2 working months (but more likely up to 30 days) to receive your full record as the data must be checked before it is released to you.

Under the General Data Protection Regulation (2018), you are entitled to a free copy of your record in a way that suits you. Please answer the questions below so that we can provide this.

**Name: Date of birth:**

**Date of this application: Your signature:**

You can have access to your **Complete Online Record** from your own home computer using Online Access. This will include all your letters, test results, vaccinations and consultations, whilst also still allowing you to book your appointments and order repeat prescriptions.

**Would you like to be signed up for Complete Online Record Access?** 🞏 **Yes\*** 🞏 **No**

\*Please speak to the Receptionist who will start the process for you. Please note that this can still take up to 2 months (but more likely up to 30 days) to complete.

**You do not need to complete the rest of this form if you have said Yes above.**

If you do **not** wish to see you record with Online Access, then you will receive your information as a normal Subject Access Request. Please note that if you make multiple, repeated requests for your whole record, we may decline your request, but we will inform you in writing.

**How much of your medical record do you wish to see?**

If you only need to see your record for a specific period of time, such as around an accident, then this can be given to you faster than your whole record.

🞏 Record only between specific dates (please give dates): to

**OR**

🞏 Whole record (please note that we may not have your complete record from birth)

**What information do you want included in your copy of your record?** Please tick to include.

🞏 **Clinical information**

(such as consultations and results, entered by clinicians)

🞏 **Administrative information**

(such as appointment confirmations and text messages, entered by administrative staff)

🞏 **Letters and images**

(To and from hospitals, yourself, consultants. Images may be ECGs.)