



ACCESS TO HEALTH RECORDS INFORMATION SHEET FOR PATIENTS/ APPLICANTS UNDER

- (a) Data Protection Act 2018**
- (b) General Data Protection Regulation (GDPR) 2018**
- (c) Access to Health Records 1990 (deceased patients only)**

Background to the Regulation

The Data Protection Legislation provides the right to access electronic and manual health records.

People who can apply include the patient/client about whom the records have been compiled or a person acting on behalf of the patient/client.

Your rights

As a patient/client you have the right to access personal data and information held about you by the organisation.

The record holder may withhold any information that may cause harm to your physical or mental health, or if it identifies a third party.

If you think you may not have received all of the information you can complain to Corporate Affairs in the first instance. If the complaint is not resolved you can complain to the Information Commissioner Office (ICO).

You can ask for corrections to the records and you are entitled to a copy of the correction or a copy of the holder's comments if the record is not amended.

Patient confidentiality

Patients have a right to confidentiality regarding their personal health information. Holders of records are obliged to be satisfied that an applicant is the patient or is otherwise entitled to have access to that patient's records. This will involve verification of the applicant's right of access and necessitate proof of identification.

Where the applicant is not the patient, the Trust will require confirmation that the applicant is entitled to make the request.

How will I receive copies of the records?

Records will be provided to the applicant on an encrypted CD. If the applicant does not have access to a computer and requires paper copies, they will need to inform the Corporate Affairs team.



Please send all paperwork to:

Corporate Affairs
Sheffield Health & Social Care NHS Foundation Trust
Fulwood House
Old Fulwood Road
Sheffield
S10 3TH
Tel: 0114 2718956

Alternatively, it can be emailed to sct-ctr.accesstorecords@nhs.net

Full details of the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2018 can be found at www.informationcommissioner.gov.uk or in writing from:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF



REQUEST FOR ACCESS TO HEALTH RECORDS UNDER

- (a) Data Protection Act 2018**
- (b) General Data Protection Regulation (GDPR) 2018**
- (c) Access to Health Records 1990 (deceased patients only)**

Please complete all parts in BLOCK CAPITALS and BLACK PEN and return to the address shown overleaf.

Details of health records to be accessed

PATIENT SURNAME _____

FORENAME(S) _____

PREVIOUS NAMES IF ANY _____

ADDRESS _____

DATE OF BIRTH _____

NHS NUMBER _____
(IF KNOWN)



If you are not requesting all of your records, please specify what documents you require/ the period you request.

DETAILS OF APPLICANT
(IF DIFFERENT FROM ABOVE)

SURNAME _____

FORNEAME(S) _____

ADDRESS _____



DECLARATION

I declare that the information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the health records referred to above under the terms of the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2018/ Access to Health Records Act 1990 (deceased persons only).

- I am the patient
- I have been asked to act on behalf of the patient and attached his/her written authorisation (including an Independent Mental Capacity Advocate (IMCA))
- I have been appointed by the Court to manage the patient's affairs and attach proof of my appointment
- I am the deceased patient's personal representative and attach confirmation of my appointment
- I have a claim arising from the patient's death and wish to access information relevant to my claim

Signed _____

Date _____

- Please indicate which is applicable



Verification of Identification

In order to confirm your identity, you will need to send us:

- A copy of **one** of the documents from the **proof of identity** list below
- A copy of **one** item from the **proof of address** list below

Please tick the appropriate box to indicate which document you have enclosed.

| Proof of identity | Proof of address |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Current passport | <input type="checkbox"/> Utility bill (no more than 3 months old) |
| <input type="checkbox"/> Current photocard driving licence | <input type="checkbox"/> Council tax bill for current year |
| <input type="checkbox"/> Current EU driving licence | <input type="checkbox"/> Current benefit book or card, or original notification from the Department of Work and Pensions confirming rights to benefits |
| <input type="checkbox"/> HM Forces ID card | <input type="checkbox"/> Recent bank statement (no more than 3 months old) |

If you are unable to provide one of these documents, please contact the Corporate Affairs Department of the Trust.

Deceased Patients Only

In addition to providing evidence of his/hers identity, the applicant is required to provide evidence as indicated below. Please tick the appropriate box to indicate which document(s) you have enclosed:

- Executor of the will:** Copy of the last will executed by the deceased, certified by a solicitor, showing the applicant named as the executor.
- Letters of Administration:** Copy of such letters, certified by a solicitor, naming the applicant as having been granted letters of administration in respect of the deceased's estate
- Details of the grounds of a claim** which the applicant is entitled to make, arising from the death of the deceased data subject.



When complete, please return this form to:

Corporate Affairs
Sheffield Health & Social Care NHS Foundation Trust
Fulwood House
Old Fulwood Road
Sheffield
S10 3TH

Tel: 01142 2718956

Alternatively, it can be emailed to sct-ctr.accesstorecords@nhs.net