

ORCHARD FAMILY PRACTICE - Data Subject Access Request Form

In order to protect the privacy of the Data Subject (patient) who this request is about and in line with the requirements of GDPR and confidentiality legislation, Orchard Family Practice need to ensure we locate the records and information only relating to the Data Subject.

Please complete the all sections of this form.

Patient Details:

Name	
Address (inc postcode):	
Date of Birth	
Telephone Contact	

Applicant Details (if different from patient):

Name of Company:	
Contact Name:	
Contact Telephone Number:	
Contact email address:	

Records Requested:

Please provide me with my medical records/the medical records for the above patient from

(date)* to (date)*

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 GDPR.

Please (✓) tick as appropriate:

- I am the patient
- I have been asked to act by the patient and attach the patient's written authorisation
- I have full parental responsibility for the patient and the patient is under the age of 18 and:
 - a) Has consented to my making this request, or
 - b) Is incapable of understanding the request (delete as appropriate)
- I have been appointed by the court to manage the patient's affairs and attach a certified copy of the court order appointing me to do so.
- I am acting in loco parentis and the patient is incapable of understanding the request
- I am the deceased person's Personal Representative and attach confirmation of my appointment (Grant of Probate/Letters of Administration)
- I have written and witnessed consent from the deceased person's Personal Representative and attach Proof of Appointment
- I have a claim arising from the person's death and attach proof

Signature of applicant.....Date.....

You are advised that the making of false or misleading statements in order to obtain personal information to which you are not entitled is a criminal offence which could lead to prosecution.

****The more specific you can be, the faster the request will be processed i.e. relevant years/specific time period versus all medical notes.***