

Introduction

Section 7 of the Data Protection Act gives patients the right to apply for access to their health records, provided the fee has been paid and a written application is made by one of the individuals referred to below.

The practice is obliged to comply with a valid request for access, subject to certain exceptions but also has a duty to maintain the confidentiality of patient information and to satisfy itself that the applicant is entitled to have access before releasing information.

Applications by patients over 16 years of age

Patients aged 16 years or over have the right under the Data Protection Act to access their health records held by the Practice, subject to certain conditions being met and certain exceptions.

1. The application by a patient must be made in writing to the Practice Manager and include the following:
 - Full personal details including name, address, date of birth and NHS number if known
 - Details of the access required e.g.: full medical record or specific details / dates
 - How access is required e.g.: to view the medical records or to receive a copy
 - Signature and date
2. On receipt of your application a number of checks will be carried out to ensure the request we have received is valid. If we are in any doubt we will contact you to ensure the confidentiality of your medical record is maintained.
3. Before the requested information can be provided a fee will be payable. Please see the section on fees.
4. If you have asked for a copy of your medical records they will be posted to you by recorded delivery to the address we hold on your medical records.
5. If you have requested to view your medical records the Practice Manager will contact you to arrange a suitably convenient time for you to attend the surgery.

Applications for children under 16 years

Individuals with parental responsibility for a patient under 16 years of age have the right to request access to those medical records.

The GP will consider if the child has sufficient maturity and understanding to make decisions about disclosure of their records. If they consider this to be the case then the child will be asked for his or her consent before disclosure is given to someone with parental responsibility.

1. The application by a person with parental responsibility must be made in writing to the Practice Manager and include the following:
 - Full personal details including name, address, date of birth and NHS number if known, of the child
 - Full personal details of person making application as person with parental responsibility
 - Details of parental responsibility e.g. Birth mother, appointed by court
 - Details of the access required e.g.: full medical record or specific details / dates
 - How access is required e.g.: to view the medical records or to receive a copy
 - Signature and date
2. Points 2 to 5 will be followed as for patients over the age of 16 years

Applications by Patient Representatives

You may give written authorisation for a person to make an application on your behalf, for example a solicitor or a relative.

Once we are satisfied that you have given this authority and understand what information will be released we will process the application as if you had made the request.

Fees

Inspection of records of any type without copies, including those held only in electronic form	£10.00
To provide copies of electronic patient records	£10.00
To provide copies of manual and electronic records	maximum of £50.00

Time Scales

Upon receipt of all the information required to process your request and the appropriate fee we will endeavour to provide the access within 21 days. Where this is not possible due to exceptional circumstances we will notify you before the end of the initial 21 day period and aim to comply with your request within 40 days from the initial date.

What if you think your record is incorrect

If you feel that information in your record is incorrect you have the right to request that it is rectified, blocked, erased or destroyed.

If you believe this to be the case please make an appointment to see your GP or the Practice Manager to discuss further

Contact Details

All access requests and queries should be made to our Practice Manager:

Gill Collins, Practice Manager
Gibson Lane Practice
Gibson Lane
Kippax
LS25 7JN
0113 2870870

Gibson Lane Surgery

Dr Philip Townsend
Dr Diana James
Dr Johanna Lowther
Dr Kumud Verdi
Dr Clare Hirst
Dr Zoë Neill
Dr Amjid Khan



Gibson Lane Practice
Gibson Lane
Kippax
LS25 7JN
0113 2870870

Access to Patient Records