



GDPR (General Data Protection Regulation)

HOW TO MAKE A SUBJECT ACCESS REQUEST (SAR)

You have a right to request a copy of your medical records

Under the General Data Protection Regulation (GDPR) you have a right to request a copy of your medical records, by making a Subject Access Request (SAR).

How do I request a copy of my medical records?

In order to do this you can ask our receptionist at the front desk for a SAR form. If you require any assistance completing the form please ask our receptionist who will be happy to help.

Our commitment

Once you have completed and returned this form we have 28 days to provide you with the information you have requested. We may contact you within this time to clarify your request.

Collecting your copy records from the Practice

Once the copy of your record is complete we will contact you so you can collect it.

You will be asked to sign a collection form and confirm you are responsible for the security of the information once it leaves the Medical Practice.

We will require you to provide photographic identification on collection.

Further information

For further information on GDPR or on SARs you can visit the Information Commissioner's Office website: <https://ico.org.uk>

Alternatively you can contact our Data Protection Officer:

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