

Appendix 3: Subject Access Request form

a) Details of person requesting information (the Applicant):

Full name: Date of birth:

Address:

Telephone Number:

b) Are you the Data Subject (for example the named individual who the requested records refer)?

YES: If you are the data subject please go to question e)

NO: Are you acting on behalf of the Data Subject with their written authority? If so, the written authority must be included. Please answer questions c) and d).

c) Details of the Data Subject if different to those given in answer to question a).

Full name:

Date of birth:

Address:

Telephone Number:

d) Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf:

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e) Please give details as to the information you would like to review:

The date range(s) for the information held (approximate dates are acceptable):

NOTES:

NHS organisations will normally respond to a Subject Access Request within 1 calendar month. This period will not commence until the organisation is satisfied as to the identity and authority of the Applicant.

The organisation may seek further information from the Applicant as to the specific information requested. Any request for clarification will suspend the 21 day period until the required information is received.

In accordance with the Data Protection Act 1998, we wish to inform you that your details may be used for management and audit purposes.

Please return this completed Subject Access Request (SAR) Form and any requested documentation to the address below or via email to che.group@nhs.net.

FAO Data Privacy Officer
Camden Health Evolution Ltd
2 Winchester Mews
London
NW3 3NP