

APPLICATION FOR ACCESS TO HEALTH RECORDS

As a patient, or patient's bona-fide representative, you have the right to access the personal information that Leeds and York Partnership NHS Foundation Trust holds about you or the patient you represent. To exercise this right you should complete this application form and return it to either of the following address:

**Medical Records Manager
Medical Records Department
Newsam Centre
Seacroft Hospital
York Road
Leeds
LS14 6WB**

Although use of this form is not compulsory, its use will help you to present all the information we need to deal with your request efficiently. If you prefer to contact us or send the form by email, you can do this by using the following email address:

medicalrecords.lypft@nhs.net

Please note, however, that internet email is not necessarily a secure means of communication and if you choose to contact us this way you will be accepting that risk.

Once we have received your application we will endeavour to process it as soon as possible and are legally obliged to do so within 40 days. We will contact you if anything delays this process.

DETAILS OF RECORD(S) TO BE ACCESSED

Please print clearly

Patient's surname:	
Forename(s):	
Address:	
Telephone number:	
Date of birth:	
NHS number (if known):	Hospital unit number:

If the name and / or address was different from the above during the period(s) to which the application relates, please give details:

Any previous names:

Previous address (if applicable):

Patient's hospital or clinic contacts:

Please provide as much information as possible about the records you are interested in. The more detail you can provide, and the more specific you are about the records required, the quicker we will be able to provide those records.

Hospital/clinic attended	Dates	Ward, community health team, etc	Consultant/ health professional

Additional information or comments. Please specify here if your interest is in non-care records – e.g. personnel, complaints or other non-care files, and indicate who may hold them.

DETAILS OF PERSON MAKING THE APPLICATION

Surname:

Forename(s):

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 record referred above under the terms of the Data Protection Act (1998) or Access to Health Records Act (1990) (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 legal authority to act on the patient's behalf
- I am acting in loco parentis as the patient is under age 16 and **is / is not** (delete as appropriate) capable of understanding the request and **has / has not** (delete as appropriate) consented to my making this request
- 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 it (please indicate the grounds on which this claim arises and include appropriate supporting documentation):

Signed

Date

PROOF OF ID

Proof of identity is required as set out below. Please tick the appropriate boxes.

For the member of staff confirming the identity of the data subject:

- I am a member of staff who confirms the service user is known to me, and I validate their identity for the purpose of Subject Access.

For the data subject, i.e. the person whose records are being sought:

- Preferably, a copy of either a driving licence (photo-card) or passport (copy of photo page)
- If neither of the above is available, please submit two forms of non-photographic ID, e.g. copies of recent utility bills (dated within the last 3 months), pension book or other official documentation

If you are the patient's representative, please also provide:

- A copy of the data subject's express permission to act on their behalf or a copy of your legal authority to do so, or
- If you are a person with parental responsibility applying on behalf of a child, please provide a copy of the birth certificate and a copy of recent (within the last 3 months) correspondence addressed to you relating to the patient.

Contact details of staff confirming identity OR please list the documents supplied:

NB: Please send photocopies of identification not originals. Leeds and York Partnership NHS Foundation Trust cannot be held responsible for any items lost in the post.

FAQ

Will the entire contents of the health record be released to me?

In general, all the personal records you request will be released to you, although there may be circumstances where some information is withheld. These include where it is considered that information in the records, if released, could cause serious harm to you or anyone else and where there is personal information concerning another person contained within the records requested, other than those acting in a professional capacity regarding your care.

How will the information be provided?

We usually make copies of the records and send them to you (or you can collect them if you prefer). Alternatively, you may wish simply to view the records, in which case we will arrange with you a suitable time and location for you to come along and do that. It may also be possible to email the records to you if this is something you would specifically prefer, however you must accept the risks of unsecured email transmission.

Will I be charged for access to the records?

Regulations in the Data Protection Act (1998) allow for charges to be made (up to a maximum of £50). The Trust generally does not charge for processing subject access requests from patients, but reserves the right to do so. If there is to be a charge we will always inform you in advance and require payment before processing the request.

What if I am not satisfied with the Trust's response?

In the first instance you should write to the Trust's complaints department at:

**Complaints and Claims Manager
Leeds and York NHS Partnership Foundation Trust
2150 Century Way
Thorpe Park
Leeds
LS15 8ZB**

If you remain dissatisfied with the Trust's response you can contact the Office of the Information Commissioner, the body with responsibility for enforcing the Data Protection Act (1998). The address is:

**Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF**

Or you may wish to access the website at www.ico.gov.uk

WARNING

Making false or misleading statements in order to obtain access to personal information to which you are not entitled is a criminal offence.