

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.lvpft@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):	
i orename(3).	
Address:	
Telephone number:	
relephone 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):				
	uch information as , e, and the more spe	possible about the records yo	ou are interested in. The more ds required, the quicker we will	
Hospital/clinic attended	Dates	Ward, community health team, etc	Consultant/ health professional	
Additional information	or comments. Plea	nse specify here if your interest	t is in non-care records – e.g.	
		files, and indicate who may ho		
DETAI	LS OF PERS	ON MAKING THE AF	PPLICATION	
Surname:				
Forename(s):				
that I am entitled to ap	oply for access to the		he best of my knowledge and re under the terms of the Data ick as appropriate):	
· I am the p				
· I have bee	en asked to act by t	he patient and attach the patie	ent's written authorisation	
· I have leg	al authority to act o	n the patient's behalf		
appropriat	te) capable of und	_	16 and is / is not (delete as i has / has not (delete as	
I am the d appointme		personal representative and at	tach confirmation of my	

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):		
<u>Signed</u>	<u>Date</u>	
	PROOF OF ID	
Proof of identit	y is required as set out below. Please tick the appropriate boxes.	
For the mem	ber 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:	
0	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 <u>also</u> 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 <u>OR</u> 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

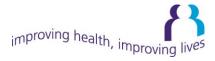
If you remain dissatisfied with the Trust's response you can contact the Office of the Information Commissioner, the body with responsibility for enforcing the Data Protection Act (1998). The address is:

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.



A teaching organisation providing mental health and learning disability services