

SUBJECT ACCESS REQUEST FORM

Personal data relating to an individual is highly confidential. We must therefore ensure that we release personal data only to the person to whom it relates, or to a person authorised to act on his/her behalf. Please use these notes to refer to when completing the Subject Access Request form. Please provide as much information as possible.

Section 1 – Patient/Service/Employee User Details

The Service User/Employee is the person about whom the information is being sought. Please complete this section as fully and as accurately as possible to enable us to trace all the data which relates to you.

Section 2 – If you are representing the service user/employee

If you are requesting information on behalf of somebody else, Oxleas NHS Trust will require the signature of the Service User/Employee to confirm that you are acting on their behalf.

If the Service User/Employee lacks capacity or is deceased, Oxleas NHS Foundation Trust will require proof that you are the personal representative of the Service User or that you have a claim arising out of their death.

This can be confirmed by enclosing copies of court documentation, a certified copy of the Grant of Probate, letters of administration or a letter of confirmation signed by your solicitor.

Section 3 – Witness Declaration

This section is to confirm that you either are the Service User/Employee, or the certified representative of the Service User/Employee. This is so that information held by Oxleas NHS Foundation Trust is not viewed by someone who is not entitled.

Section 4 – What information is required

Please provide in as much detail as possible which records you wish to either receive copies of or view. The more information you provide regarding the type of records, the dates of the records and the healthcare professionals that treated you, the easier it is for the Information Governance Team to collate the information for the request.

Section 5 – How do you want to receive you information

Please either select that you wish to receive copies of your information or that you wish to arrange a viewing with a healthcare professional who will talk you through the records you have requested.

Section 6 – Further information

If your request is related to a complaint or to any legal proceedings against that Trust, please notify us in this section.

Oxleas NHS Foundation Trust has up to **one month** in which to complete your request following receipt of the fully completed Subject Access Request Form back into the Information Governance Office. Please note that this may be extended to three months, depending on the volume of records being requested.

If you find you require further assistance in completing the request form, please feel free to contact the Information Governance Office on: **01322 299858**