



Bushloe Surgery
Two Steeples Medical Centre
Abington Close
Wigston
LE18 2EW

Tel. 0116 344 0233
Fax. 0116 257 8021

Data Protection Act 2018

Thank you for your enquiry regarding the disclosure of your medical records under the Data Protection Act 2018.

The Act gives you the right of access to your records but the practice may withhold any information which might cause serious harm to the physical or mental health of the patient or identify a third party. The practice does not have to disclose the fact that information has been withheld.

I am enclosing an application form for your completion should you wish to apply for access to your medical records. All patients have a right to have their personal information kept confidential and it is therefore necessary for you to provide proof of satisfactory identity prior to disclosure of information.

Please see details below of supporting documents needed for proof of identify. The Act requires subject access requests to be processed within 28 days; we will only release information upon satisfactory proof of identify. We may notify the police in the event of a fraudulent application.

Can I access the medical records of someone who has died?

Access to the medical records of a deceased person is governed by the Access to Health Records Act 1990. Under this legislation, when a patient has died, their personal representative or executor or administrator, or anyone having a claim resulting from the death (this could be a relative or another person), has the right to apply for access to the deceased's medical records. For more information please go to <https://pcse.england.nhs.uk/organisations/public/>

Upon receipt of your completed form, you may be invited to meet with one of the partners/Practice Manager/Assistant Practice Manager who will look at the records you have requested with you and answer any questions you may have.

When you attend to collect your copies, you should bring with you the relevant documents outlined overleaf as proof of identity. Please note we will be unable to grant access to your medical records without this documentation. The records **MUST** be collected by yourself in person.

Partners

Dr Sam Adcock
Dr Sarah Levy
Dr Huw Miles
Dr Richard Palin
Dr Tracy Tobin

GPs

Dr Roopa Chauhan
Dr Priya Lad
Dr Katrina Smith
Dr Shamina Tayub

Practice Business Manager

Robert Whitehead





Bushloe Surgery
Two Steeples Medical Centre
Abington Close
Wigston
LE18 2EW

Tel. 0116 344 0233
Fax. 0116 257 8021

Proof of identity

- Current passport, or
- Current photocard driving license or
- Photographic proof such as bus pass or student card.

AND

Proof of address

- Recent utility bill (no more than 3 months old) or
- Council tax bill valid for current year or
- Current benefit book or card or original notification letter from Department of Work and Pensions confirming right to benefits or
- Recent bank statement (no more than 3 months old).

Yours sincerely

BUSHLOE SURGERY

Partners

Dr Sam Adcock
Dr Sarah Levy
Dr Huw Miles
Dr Richard Palin
Dr Tracy Tobin

GPs

Dr Roopa Chauhan
Dr Priya Lad
Dr Katrina Smith
Dr Shamina Tayub

Practice Business Manager

Robert Whitehead





Bushloe Surgery
Two Steeples Medical Centre
Abington Close
Wigston
LE18 2EW

Tel. 0116 344 0233
Fax. 0116 257 8021

REQUEST FOR ACCESS TO HEALTH RECORDS

Please read carefully and complete the application form in full.

Details of person for whom access to medical records is requested.

Surname: Male Female

Forename/s: DOB:

Address:

.....

Tel no: Home: Mob:

Please tell us what you require:

Access to view full medical records

Access to view full medical records and copies

Access to view part medical records and copies

Please give details of specific dates of entries or correspondence you would like to view and/or receive copies of:

.....
.....
.....
.....
.....

Partners

- Dr Sam Adcock
- Dr Sarah Levy
- Dr Huw Miles
- Dr Richard Palin
- Dr Tracy Tobin

GPs

- Dr Roopa Chauhan
- Dr Priya Lad
- Dr Katrina Smith
- Dr Shamina Tayub

Practice Business Manager

Robert Whitehead





Bushloe Surgery
Two Steeples Medical Centre
Abington Close
Wigston
LE18 2EW

Tel. 0116 344 0233
Fax. 0116 257 8021

DECLARATION

I declare that the information given in this form is correct to the best of my knowledge and that (please tick):

I am the person named above

I am the parent/guardian of the person named above

Please indicate what format you require the records in (please consider a paperless option as records are very often several thousand pages)

CD Sent by email to Paper

.....

I have read and understood the enclosed instructions and agree to provide documentary proof of identity.

Applicant's name:

Signature of applicant: Date:/...../.....

FOR OFFICIAL USE:

Proof of identity checked: Signed:

Position: Date:/.....

Partners

Dr Sam Adcock
Dr Sarah Levy
Dr Huw Miles
Dr Richard Palin
Dr Tracy Tobin

GPs

Dr Roopa Chauhan
Dr Priya Lad
Dr Katrina Smith
Dr Shamina Tayub

Practice Business Manager

Robert Whitehead

