**APPLICATION FOR ACCESS TO PERSONAL INFORMATION**

**Subject Access Request**

You are advised that the making of false or misleading statements in order to obtain access to personal information to which you are not entitled is a criminal offence.

**(PLEASE COMPLETE IN BLOCK CAPITALS AND BLACK INK)**

**Section 1. Individual’s details requested (Note 1)**

**Application Form No………………………………………………………….**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Forename** |  |
| **Address** |  | **Date of Birth** |  |
|  | **Sex** |  |
|  | **Telephone Number – Home** |  |
|  | **Telephone**  **Number –**  **Other** |  |
| **Postcode** |  | **NHS Number**  (if known) |  |

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

|  |  |
| --- | --- |
| **Previous**  **Surname** |  |
| **Previous**  **Address** |  |
|  |
|  |
| **Dates To / From** |  |

**Section 2. Description of the information you require (Note 2)**

Please provide as much information as possible. Give full details of all the periods you are interested in. Please add any additional comments below.

|  |  |
| --- | --- |
| **Types of Information Required** | **Date** |
|  |  |
| **Comment** |  |

**Section 3. Type of Record Requested (Note 3)**

Please specify your preference by placing a tick (√) in the appropriate section(s) – please discuss with staff if you are unsure.

|  |  |  |
| --- | --- | --- |
| **Details** | **Manual (Paper)** | **Electronic** |
| View Original Record  Only |  |  |
| Photocopy or Printout  Only |  |  |
| View Original Records and receive photocopy |  |  |

**Section 4. Declaration (Note 4)**

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 personal information referred to above under the terms of the Data Protection Legislation – General Data Protection Regulation (GDPR), Data Protection Act 2018 (DPA 2018) / Access to Health Records Act 1990.

|  |  |
| --- | --- |
| Applicants Name |  |
| Address to which reply should be sent (if different from above) including postcode |  |
| Signature of Applicant |  |

(If you are not the person named in Section 1, please tick (√) one of the following boxes.

 I am the parent/guardian of an individual under 16 years old who has completed the Authorisation section (Section 5)

 I am the parent /guardian of an individual under 16 years old who [is unable to understand the request / has consented to my making this request]

 I am the deceased patient's personal representative and attach confirmation

of my appointment by a court to manage the patient’s affairs

 I am the legal representative of the individual, and they have given signed authorisation (Section 5)

 Other (please specify)

**Section 5. Authorisation (Note 5)**

I hereby authorise The Lighthouse to release and personal data that they may hold relating to me to …………………………………………………. (enter the name of the person acting on your behalf), to whom I have given consent to act on my behalf.

Signature of Applicant………………………………………… Date…………………

**Please return the application to the contact in the acknowledgement letter**

**Guidance Notes: Information on applying for access to personal information**

The GDPR article 15 gives you a statutory right of access to your personal records (manual or computer). The is no statutory requirement to complete an application form, it is however provided to all applicants as it is usual in ensuring all relevant information is identified and supplied. If the application form is completed and all relevant information including verification is provided, then The lighthouse must confirm if the personal data is held relating to that individual and then provide them with a copy of the requested data in a suitable format.

In certain circumstances your records or part of your records may be withheld under the terms of the legislation, but if that is the case this will be discussed with you.

• You may wish to authorise someone else to make an application on your behalf.

• If you have parental responsibilities you may make an application to see your child’s notes (see guidance note 5).

Proof of Identity

You must provide two types of identification. These may be:

• Birth Certificate

• Passport

• Driving License

• Medical Card

• Staff ID badge (for members of staff only)

• Student ID badge (for students only)

In addition, proof of address must be provided e.g. bank statement, utility bill, Tax certificate. Originals must be produced when collecting your information. If you wish to have information sent out to you, photocopies of identification information may be sent to The Lighthouse, but must be verified by a “person of standing” e.g. employer, doctor.

Health records

If you wish to learn more about your health care, you can discuss this with health service staff during your consultation or treatment and you can ask to see your health records at that time. However, in order to benefit from the full provisions of the Data Protection Legislation: (GDPR) and Data Protection Act 2018 (DPA) a formal application in writing is necessary.

Fees Payable

The Trust will provide personal information for free but may charge a fee where applicable; £10.00 for photocopying, postage and packing and a further amount of up to £50.00 (that includes the standard £10 fee) can be applied to health records dependent on how the information is stored. Information will not be released until the relevant fee has been paid.

Timescale

The Lighthouse will deal with your request promptly, and in any event the records will be sent to you within 30 calendar days of once the application form has been completed and the ID has been confirmed. If we encounter any difficulties in locating your data we will keep you informed of our progress.

Complaints

If you wish to complain about any aspect of the manner in which your access request was handled, in the first instance you should submit your complaint in writing to:

The Lighthouse,

7-8 Greenland Place

Camden

NW1 0AP

[UCLH.thelighthouse@NHS.net](mailto:UCLH.thelighthouse@NHS.net);

where it will be dealt with through the Complaints Procedure.

If you are still not satisfied with the response you receive you may refer your complaint to the Information Commissioner:

The Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

K9 5AF

Telephone: 0303 1231 113

Email: [casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)

Website: [www.ico.gov.uk](http://www.ico.gov.uk/)

Notes to assist in the completion of the form

*Applicant’s Details (Note 1)*

Please ensure that this section is completed as fully and accurately as possible to enable us to trace all the data relating to you. This is particularly important if your name and/or address have changed since the period to which your application refers.

*Description of the Information you require (Note 2)*

Under the Data Protection Legislation: GDPR, DPA 2018, you do not have to give a reason for applying for access to your personal information. However, if you wish to complete as much of this section as you can, it may help us to find your details with the minimum of delay. While you are entitled to receive all the data we hold about you, you may wish to only receive information relating to one or more specific time periods, or types of documents. If this is the case please specify in the “comments section” provided or discuss with the person handling the application.

*Type of Records requested (Note 3)*

The Data Protection Legislation (GDPR) covers both manual (paper) and electronic records. Please mark which type of record you wish to access. If you wish to receive photocopies these will be sent out to you within 30 calendar days, as specified by the Legislation.

*Declaration (Note 4)*

The person making the application must complete this section.

1. If you are the applicant, please sign section 4
2. b) If you are completing this application on behalf of the individual in most instances, The Lighthouse will require authorisation before we can release the data to you. The individual whose information is being requested should be asked to complete the “Authorisation” section of the form. (Section 5)
3. c) If the patient is a child i.e. under 13 years of age, someone with parental responsibilities may make the application; in most cases this means a parent or guardian. If the child is capable of understanding the nature of the application his/her consent should be obtained or alternatively the children may submit an application on their own behalf. Generally, children will be presumed to understand the nature of the application if aged between 13 and 16. All cases will be considered individually.

*Authorisation (Note 5)*

The individual whose information is being accessed must complete this section, authorising The Lighthouse to release information to the named applicant.

Identification documents to receive personal information:

An applicant should provide:

• One form of personal photo ID and one document confirming their address must be provided from different sources.

Acceptable Photo Personal Identity Documents

• Current UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passports.

• Passports of non-EU nationals containing UK stamps, a visa or a UK

residence permit showing the immigration status of the holder in the UK\*

• Current UK (or EU/other nationalities) Photo-card Driving Licence (providing that the person checking is confident that non-UK Photo-card Driving Licences are genuine)

• A national ID card and/or other valid documentation relating to immigration status and permission to work\*.

Where the applicant is not able to provide acceptable photographic ID, the following must be provided: -

• One form of non-photographic personal identification and one document confirming the address must be provided from different sources.

• A passport sized photograph, endorsed on the back with a signature of a

‘person of standing’ who has known them for at least 3 years (e.g. magistrate, medical practitioner, officer of the armed forces, teacher, lawyer civil servant) or

Any document not listed above is not an acceptable form of identification e.g. organisational ID card.

Acceptable Non-Photo Personal Identity Documents

• Full UK Birth Certificate – issued within 6 weeks of birth;

• Current Full Driving License (old version); (Provisional Driving Licenses are not acceptable);

• Residence permit issued by Home Office to EU Nationals on inspection of own-country passport;

• Adoption certificate;

• Marriage/Civil Partnership certificate;

• Divorce or annulment papers;

• Police registration document;

• Certificate of employment in HM Forces;

• Current benefit book or card or original notification letter from the

Department of Work and Pensions (DWP) confirming legal right to benefit;

• Most recent HM Revenues and Customs (previously Inland Revenue) tax notification;

• Current firearms certificate;

• Application Registration Card (ARC) issued to people seeking asylum in the UK (or previously issued standard acknowledgement letters, SAL1 or SAL2 forms);

• GV3 form issued to people who want to travel in the UK without valid travel documents;

• Home Office letter IS KOS EX or KOS EX2;

• Building industry sub- contractor’s certificate issued by HM Revenues and Customs (previously Inland Revenue)

To confirm address, the following documents are acceptable:

• Recent utility bill or a certificate from a supplier of utilities confirming the arrangement to pay for the services on pre-payment terms (note: mobile telephone bills should not be accepted as they can be sent to different addresses).

• Utility bills in joint names are permissible; \*

• Local authority tax bill (valid for current year); \*

• Current UK photocard driving licence (if not already presented as a personal ID document);

• Current Full UK driving licence (old version) (if not already presented as a personal ID document);

• Bank, building society or credit union statement or passbook containing current address;

• Most recent mortgage statement from a recognised lender; \*

• Current local council rent card or tenancy agreement;

• Current benefit book or card or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit;

• Confirmation from an electoral register search that a person of that name lives at the claimed address; \*

• Court Order. \*

\*The date on these documents should be within the last 6 months (unless there is a good reason for it not to be e.g. clear evidence that the person was not living in the UK for 6 months or more) and the must contain the name and address of the applicant.