

APPLICATION FOR ACCESS TO PERSONAL INFORMATION

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 Act 1998 / 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 NHS England 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

Appendix 3 - Guidance Notes: Information on applying for access to personal information

The Data Protection Act 1998 gives you a statutory right of access to your personal records (manual or computer). In certain circumstances your records or part of your records may be withheld under the terms of the Act, 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 Licence
- Medical Card
- Staff ID badge (for members of staff 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 NHS England, 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 Act a formal application in writing is necessary.

Fees Payable

For access to information written more than 40 days before the date of your application, a fee of up to £50 is payable for each access request to data held (Information written within 40 days is free). You will be notified of the charge once we have received your application.

Information will not be released until the relevant fee has been paid.

Timescale

NHS England will deal with your request promptly, and in any event the records will be sent to you within 40 calendar days of receipt of your accurately completed form and your fee. 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 Customer Contact Centre
NHS England
PO Box 16738
REDDITCH
B97 9PT
England.contactus@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 123 1113
Email: casework@ico.gsi.gov.uk
Website: 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 Act 1998 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 Act 1998 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 40 calendar days, as specified by the Act.

Declaration (Note 4)

The person making the application must complete this section.

- a) If you are the applicant, please sign section 4
- b) If you are completing this application on behalf of the individual in most instances, NHS England 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)
- c) If the patient is a child i.e. under 16 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 12 and 16. All cases will be considered individually.

Authorisation (Note 5)

The individual whose information is being accessed must complete this section, authorising NHS England 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 they must contain the name and address of the applicant.

