

FAO The Practice Manager, or SAR Officer GP Practice Address:	Name: _____ Address: _____ Mobile: _____ Email: _____ Date: _____
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Dear Sir or Madam

Subject access request

My name: _____

Date of Birth: _____

Address: As above

Doctor: _____

Please supply a full and complete set (from birth to present day) of all of my medical records and notes, including specialist letters and copies of old record cards (once known as Lloyd George cards), and any personal data you hold about me, which I am entitled to receive under DPA, GDPR and AHRA.

A summary print out will be not be sufficient.

If you need any more information, please let me know as soon as possible by telephoning me directly on _____, or email on _____.

I would prefer to receive the entire data set as scanned PDF documents emailed to me at _____.

It may be helpful for you to know that data protection law requires you to respond to a request for personal data within one calendar month.

If you do not normally deal with these requests, please pass this letter to your data protection officer or relevant staff member.

Under the DPA 2018, patients have the right to request access to their own medical records under a Subject Access Request without charge.

If you need advice on dealing with this request, the Information Commissioner's Office can assist you. Its website is ico.org.uk, or it can be contacted on 0303 123 1113.

Yours sincerely

Name: _____ Signature _____