

ELECTRONIC - DATA SUBJECT ACCESS REQUEST
Application for access to Health Records
in accordance with the General Data Protection Regulation (GDPR)

Please note you are able to access your full medical records online. To have online and on-going access to your medical records, you will need to:

- 1: Request access** - To do this, you will need to email the following request to patientaccess.crs@nhs.net
 - In the Subject Box type "Subject Access Request"
 - In the main message box type "Please provide me with full electronic access to my medical records, in accordance with the General Data Protection Regulation (GDPR)." Followed by your full name, address, date of birth and contact number.

- 2: Confidentiality** - One of our Administrators will contact you to ensure the request is genuine and therefore ensure patient confidentiality.

- 3: Confirmation** - A reply email will be sent outlining your Subject Access Request, it is important that you reply to this email, confirming your request – failure to do this will mean access will not be granted.

Please note our age of consent is 14, therefore children over this age must request their own records. Medical Records for those under the age of 14 will not be accessible on-line.

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