

# **ACCESSING YOUR MEDICAL RECORDS AT WARGRAVE HOUSE SURGERY**

## **INTRODUCTION**

In accordance with the General Data Protection Regulation, patients (data subjects) have the right to access their data and any supplementary information held by this Practice; this is commonly known as a data subject access request (DSAR). Data subjects have a right to receive:

- Confirmation that their data is being processed
- Access to their personal data
- Access to any other supplementary information held about them

## **OPTIONS FOR ACCESS**

As of April 2016, practices have been obliged to allow patients access to their health record online. This service will enable the patient to view coded information held in their health record. Prior to accessing this information, you will have to visit the practice and undertake an identity check before being granted access to your records.

In addition, you can make a request to be provided with copies of your health record. To do so, you must submit a Data Subject Access Request (DSAR) form; this can be submitted electronically and the DSAR form is available on the Practice website. Alternatively, a paper copy of the DSAR is available from reception. You will need to submit the form online or return the completed paper copy of the DSAR to the Practice. Patients do not have to pay a fee for copies of their records.

## **TIME FRAME**

Once the DSAR form is submitted, the Practice will aim to process the request within 21 days; however, this may not always be possible. The maximum time permitted to process DSARs is one calendar month.

## **EXEMPTIONS**

There may be occasions when the data controller will withhold information kept in the health record, particularly if the disclosure of such information is likely to cause undue stress or harm to you or any other person.

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## **DATA CONTROLLER**

At Wargrave House Surgery, the data controllers are the Partners and should you have any questions relating to accessing your medical records, please ask to discuss this with one of the Partners or the Information Governance Lead.

**Lindsey Curtis**

Acting Practice Manager – Wargrave House  
Surgery

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