How to make a subject access request (SAR)

If you wish to make a subject access request (access to your medical notes), please do so in writing and send your request to the address above for the Attention of Secretaries. Please provide us with your name, address and date of birth and the details you are requesting. Either a full record (which includes photocopies of your paper notes, or a print out of your computer records or specific dates or consultations. **Only one copy will be provided free of charge.**

As of 25 May 2018, subject access requests can be made for free when GDPR became law in the UK as the Data Protection Act 2018.

4What we will do.

* We will reply to you without delay and at the latest within one month, starting from the day we receive the SAR.
* We reserve the right to extend the period of compliance by a further two months where requests are complex or numerous, but we will inform you within one month of the receipt of the request and explain if an extension is necessary.
* We will provide you with **one copy** of the personal data requested free of charge.
* You will be contacted when the SAR is ready and they must be collected in person from either Sidney House Surgery or Boreham Surgery. Please note we will not post the information. You will be asked for proof of ID when you collect. If you would like a nominated person to collect on your behalf please inform us in writing with the details of the person collecting. The nominated person will also be asked for proof of ID.

We may charge a ‘reasonable fee’ if a request is manifestly unfounded or excessive, particularly if it is repetitive or if it is for requests of further copies of the same information.