# Subject Access Request (SAR) – application form and guidance

Introduction

If you wish to receive a copy of personal data that we hold about you (this is known as a Subject Access Request), we must process your request in line with the UK General Data Protection Regulation and Data Protection Act 2018 (DPA) and this can take up to a month to process. You can use the form below to ask to see a copy of personal data that we hold about you, in line with data protection legislation.

You can also use this form to ask to see the records on behalf of someone else, as long as you are legally allowed to act on their behalf. This includes:

* Making a request for a child
* Making a request for someone that you have power of attorney for.

You should fill in all fields that apply to you.

NHS North East London Integrated Care Board (NEL) will respond within one month of receiving an application. If the request is complex, we may extend this up to a maximum of two extra months

**Please note:**

**NEL ICB is primarily a healthcare system management and commissioning organisation and does not hold medical records from care providers such as your GP or hospitals. If you are requesting records relating to care provided by your GP or hospital, then you will need to contact them directly for access to those records.**

Your rights

Subject to legal exemptions, you have the right to know whether any information is held about you and a right to receive a copy of that information. NEL will only release that information if we are certain of your identity. We will not give you any information which identifies someone else unless that person agrees. If you think that information might be held about you which may identify another person, we recommend that you get that person’s agreement and send it to us with your application.

Where allowed by Data Protection legislation, NEL may deny access to information. Normally, this happens when the information is held for:

* the prevention or detection of crime
* the apprehension or prosecution of offenders
* correspondence with legal advisors

and giving you the information would be likely to prejudice any of these purposes.

Information may be withheld from responses to subject access requests, where that information identifies other people, and to disclose that information would be unfair or unlawful.

Proof of identity

Section 1 of the form below asks you to identify who the information is about.

Section 2 asks you to provide evidence of your identity by producing document(s) with your application. Do not send original documents. You can send printed copies or electronic copies. (The following list is not exhaustive).

Applying for yourself

If you are applying for yourself, we need to see:

* one document confirming your name, from Group A, below
* one document confirming your address, from Group B, below

Applying on behalf of someone else

If you are applying on behalf of someone else, we need to see:

* one document confirming your name, from Group A, below
* one document confirming the name of the person you are applying on behalf of, from Group A, below
* one document confirming your address, from Group B, below
* one document confirming the address of the person you are applying on behalf of from Group B, below
* all documents needed to show that you have the authority to access the records, from Group C, below.

**Group A**: Documents that confirm your name:

* Full driving licence
* Passport
* Birth certificate
* Marriage or civil partnership certificate
* NHS identity badge

**Group B**: Documents that confirm your address:

* Utility bill
* Bank statement
* Credit card statement
* Benefit book
* Pension book

**Group C**: Documents that confirm you are allowed to act on behalf of the person you are making the request for:

* Lasting Power of Attorney (LPA) and the LPA Access Code, see [View a lasting power of attorney - GOV.UK (www.gov.uk)](https://www.gov.uk/view-lasting-power-of-attorney). If you do not have the LPA Access Code, please visit this UK Government website to enable you to set one up [We’ve launched the new ‘Use a lasting power of attorney’ service. - Office of the Public Guardian (blog.gov.uk)](https://publicguardian.blog.gov.uk/2020/07/17/weve-launched-the-new-use-a-lasting-power-of-attorney-service/)
* Court of Protection Order appointing you as a personal deputy for the personal welfare of the Subject. This must bear the stamp of the Court.
* Full birth certificate of child
* Full certificate of adoption
* Parental responsibility order
* Signed declaration from the subject

Please inform us if you are experiencing any difficulty in supplying any of the above-mentioned documentation, so that we can provide further support.

We may get in touch with you for further information.

# Subject Access Request Form

You should fill in all sections of the form that apply to you.

Are you making a request for yourself, or on behalf of someone else?

Yourself

Someone Else

Section 1. Details of person this request is about (the Data Subject)

Please tell us the details below about you, or the person you are applying on behalf of, so that we can check for the information we may hold:

|  |  |
| --- | --- |
| Title |  |
| Full Name in CAPITALS |  |
| Former Surname (if applicable) |  |
| Date of Birth |  |
| Current Address (including postcode) |  |
| Telephone Number |  |
| Email address |  |
| How would you like us to contact you? |  |

If you or the data subject has been known by a different name or has lived at a different address during the time span of your enquiry, please give details below:

|  |
| --- |
|  |

Section 2. Proof of Identity

To establish your identity and address, this application must be accompanied by an original or a photocopy of document(s) bearing your full name (first name(s) and last name), date of birth and address (e.g., a driving licence). Any original identification document(s) will be returned, photocopies of identification documents will be destroyed after they have checked.

Section 3. Written Authority to act on behalf of the person you are making the request for

This section should only be completed if you are making the request on behalf of someone else.

If you are not the person who the information is about, but are acting on behalf of them, please tell us the details below about the person you are making the request for. We need to know what gives you the authority to act on their behalf, so please state your relationship with them, for example, parent, solicitor, or holder of power of attorney.

|  |  |
| --- | --- |
| Title |  |
| Full Name in CAPITALS |  |
| Current Address (including postcode) |  |
| Telephone Number |  |
| Your relationship to them |  |
| Your signature |  |

Section 4. Information Required

Please explain what you are looking for, providing as much information as you can. The more specific you can be, the easier it is for us to quickly provide you with the records requested.

|  |
| --- |
|  |

Section 5. Where you would like the copies of the information to be sent

Our preferred method of delivery is via email. Any documents sent will be password protected and sent securely.

If you would like to get your information by post, please note that information posted by special delivery will need a signature upon receipt.

Please tell us where you would like your information sent ***(please select one option):***

It is my information and would like my information sent to my email address given in Section 1.

It is my information, and I would like my information posted to my home address given in Section 1.

I am acting on behalf of the person who the information is about and would like the information sent to the email address given in Section 3.

## Section 6. Declaration (to be signed by the applicant)

I confirm that the information that I have supplied in this application is correct, and I am the person to whom it relates, or I am acting on behalf of the person to whom it relates and have enclosed the relevant proof of authority requested in Section 2.

Knowingly obtaining or disclosing personal data about other people is an offence under data protection legislation.  By signing this form, you are giving agreement that your personal data (or that of the person you are acting on behalf of) can be shared within NEL in order that we may process your request and provide you with the information you have requested.

|  |  |
| --- | --- |
| Title |  |
| Full Name |  |
| Signature |  |
| Date |  |

Please check that you have:

* completed all the sections you need to
* signed the declaration
* enclosed original or photocopy of identification document(s) as detailed in part 2

Please send your completed form to: [nelondonicb\_ig@nhs.net](mailto:nelondonicb_ig@nhs.net)

**Your Checklist**

Is your contact information correct?

Have you completed all the relevant sections?

Have you enclosed acceptable identification?

Have you signed the form?