

RIVERSIDE SURGERY



DRS WILLIAMS, SELBY, JOHNSTONE & WHERE

General Data Protection Regulation (GDPR)

The EU's General Data Protection Regulation (GDPR) will apply from 25 May 2018, when it supersedes the UK Data Protection Act 1998.

The new law expands the rights of individuals to control how their personal information is collected and processed, and places a range of new obligations on organisations to be more accountable for data protection.

The new Data Protection Bill going through Parliament will transpose the GDPR into UK law, and will continue to apply post-Brexit.

Access to NHS medical records

GDPR gives individuals the right to request access to personal records held on them by persons or organisations such as the NHS.

Medical records

Your medical record is a history of your healthcare, including treatments, medication, allergies, test results, X-rays and scans. Whenever you visit an NHS service in England a medical record (also called a health record) is created. This means medical information about you can be held in various places, such as your GP surgery, dental practice or hospital.

At Riverside Surgery there are two types of medical record you can ask to see:

1. A summary care record (SCR) created by your GP.
2. Full medical records held by Riverside surgery.

You will need to complete an application form and provide personal identification in order to view your records. This procedure is known as a subject access GDPR request.

A subject access GDPR request may not always be necessary because we also now offer patients access to their GP medical records online via Patient access. You do need to register for this service, please ask at Reception for further details.

<https://patient.emisaccess.co.uk>

Subject Access Request Procedure

Anyone can make a subject access request for information that we hold about them.

To make a request, you should:

- complete the application form
- provide enough personal information to identify you.

It will be necessary to confirm the identity of **all** parties included on this form. Please supply a photocopy of **one** document from section A and B, and if applying on behalf of a third party **all** relevant documents from section C with the application. One document needs to be photographic ID.

A. Confirmation of name¹

- Full driving licence
- Passport
- Birth certificate
- Marriage certificate

B. Confirmation of address

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

C. Confirmation that a third party can access the records of the data subject

- Health and Welfare Lasting Power of Attorney
- Full birth certificate of child
- Full marriage certificate of parents (if details not shown on birth certificate)
- Full certificate of adoption
- Parental responsibility order
- Signed declaration from the Data Subject themselves
- Court of Protection Order appointing you as a personal deputy for the personal welfare of the data subject

Please note medical records are defined as a "chronological written account of a patient's examination and treatment that includes the patient's medical history and complaints, the physician's physical findings, the results of diagnostic tests and procedures, and medications and therapeutic procedures."

Please return your completed subject access GDPR form and copies of relevant official documents to Reception where we can process your request.

¹ Where there has been a change of name we will require evidence of the name for which the information is being sought e.g. a birth certificate will not be considered as evidence for searches on a married name.