**SUBJECT ACCESS REQUEST FORM**

To request a copy/access to the medical records we hold on you, please complete the information below

1. Details of the person requesting information(the Applicant)

Full name:

Date of birth:

Address:

Telephone number:

1. Are you the Data Subject (for example the named individual who requested records refer?)

Yes: If you are the data subject please go to question E

No: Are you acting on behalf of the Data Subject with their written authority? If so, the written authority must be included. Please answer questions C and F.

1. Details of the Data Subject if different to those given in answer to question A.

Full name:

Date of birth:

Address:

Telephone number:

1. Please describe you relationship with the Data subject that leads you to make this request for information on their behalf:
2. Please give details as to the information you would like to review:

Include the date range(s) for the information held (approximate date are acceptable)

Please provide the following proofs of ID of the Data Subject:

* Driving licence or passport or birth certificate of the data subject.
* Proof of address, e.g. a utility bill (no longer than 3 months old) of the data subject;
* A signed letter of authorisation from the data subject consenting that the applicant can act on their behalf or; Lasting Power of Attorney

NOTES: Oakwood Medical Centre will normally respond to Subject Access Request within one calendar month of receipt. This period will not commence until Oakwood Medical Centre is satisfied as to the identity and authority of the applicant.

Oakwood Medical Centre may seek further information from the applicant as to the specific information requested. Any request for clarification will suspend the one calendar month period until the required information is received.

Please return this completed Subject Access Request (SAR) Form and any requested documentation to the address below:

Oakwood Medical Centre

Malcolms Way

Reservoir Road

London

N14 4AQ

Or email to enfccg.oakwood-reception@nhs.net