

# Central Healthcare Centre

## Access to Health Records under GDPR 2018

The General Data Protection Regulation 2018 (GDPR) gives every person the right to apply for access to their own health records. A request for access can be made verbally, in writing or electronically to your GP Practice for GP records.

Every person applying for access to a health record will be asked for evidence of their identity, this must be two items of ID, photo ID and confirmation of address.

In line with GDPR 2018 we are not able to charge for access to records. We have one calendar month to comply with your request.

Under the GDPR 2018, there is no obligation to comply with an access request unless the health professional has sufficient information to identify the applicant and locate the information, and a reasonable fee can be charged should the request be manifestly unfounded, excessive or repetitive in nature.

**Please specify below the type of access you require. I request to see/have copies of\*:  
(\*delete as appropriate)**

**Example:**  
1<sup>st</sup> March 1993 - 31<sup>st</sup> March 1995: All my GP notes and the consultant reports to my GP concerning back pain within this period.)

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**I understand that under this legislation there may be a charge for me to be provided with a copy of the health records identified.**

**Patient's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Tel. No:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### **Office Use Only**

Date Application Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Evidence of Identity Attached? \_\_\_\_\_

Date by which access must be given: \_\_\_\_\_