

**SAMPLE SUBJECT ACCESS REQUEST FORM**

**1. Details of person requesting the information**

FULL NAME MRS RITA EILEEN CARRY

ADDRESS Code A

Code A

Code A

TEL NO. Code A FAX NO. ....

**2. Are you the Data Subject (patient?)**

If you are the Data Subject please supply evidence of your identity i.e. driving licence, birth certificate etc. and a stamped addressed envelope for returning the document. (Please go to question 5.)

No: Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed (Please complete questions 3 and 4)

**3. Details of the Data Subject (if different to 1.)**

Full name.....

Address.....

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Tel no.....

Fax.....

**4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.**

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POLICY NO. OPR/D1

Please describe the information you seek together with any other relevant information e.g. Hospital attended, ward attended, etc. This will help to identify the information you require.

FULL MEDICAL NOTES

The Trust is allowed to charge for each application. The current fee is £10

Declaration: To be completed by all applicants. Please note that any attempt to mislead may result in prosecution.

Rita EILEEN CARBY certify that the information given on this application form to Portsmouth HealthCare NHS Trust is true. I understand that it is necessary for the Trust to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature Code A

Date 9/5/02

Note: The period of 40 days in which the organisation must respond to the request will not commence until it is satisfied upon these matters.

Please return the completed form to The Local Data Protection Co-ordinator at

Documents which must accompany this application:

- Evidence of your identity
- Evidence of the data subject's identity (if different from above)
- The fee of £10
- Stamped addressed envelope for the return of proof of identity documents