

29th January 2003

Code A

Dear **Code A**

I acknowledge receipt of your request to access the medical records of your late father.

Your request will be dealt with as quickly as possible. However, it may take up to forty days to provide you with the information you request.

If you have any queries in the meantime please do not hesitate to contact me.

Yours sincerely

Code A

Complaints Manager

DATA SUBJECT ACCESS REQUEST FORM

1. Details of person requesting the information

FULL NAME Code A

ADDRESS **Code A**

TEL NO. Code A

FAX NO.

2. Are you the Data Subject (Patient?)

Yes: 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)

For access to records relating to the deceased, applications may be received from the patient's representative (eg next of kin, solicitor). You may be asked to provide further information i., this respect.

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

FULL NAME MR ARTHUR COUSINS

ADDRESS **Code A**

TEL NO.

FAX.

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

FATHER

5. 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.

My fathers Medical records relating to his stay in Haslar Hospital and Gosport War Memorial from May 2000 to August 2000.

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

I, Code A certify that the information given on this application form to Fareham and Gosport Primary Care 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... 26th JANUARY 2003

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

If you would like someone to go through the medical records with you this can be arranged.

Please return the completed form to Mrs Ann Turner, Complaints Manager, Fareham and Gosport Primary Care Trust, Unit 180 Fareham Reach, 166 Fareham Road, Gosport. PO13 0FH

Documents which must accompany this application:

- a) Evidence of your identity
- b) Evidence of the Data Subject's identity (if different from above)
- c) Stamped addressed envelope for the return of proof of identity documents

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FHS Complaints Service **NHS**

(On behalf of Fareham and Gosport, East Hampshire and Portsmouth City Primary Care Trusts)

Unit 180, Fareham Reach
166 Fareham Road
Gosport
PO13 0FH

Telephone: **Code A**
Fax: 01329 234984

www.hiow.nhs.uk

Code A



06 January 2003

Ref: KLC/dsargwmh/0601

Code A

Dear **Code A**

Request for information re Gosport War Memorial Hospital

Further to your telephone call to this office this afternoon, I enclose a copy of the data subject access request form.

In order to be able to access any data from Gosport War Memorial Hospital, you will need to complete all sections of this form and return to Mrs Ann Turner here at Fareham Reach. Please enclose copies of any identification documents with this form.

If you have any queries, please do not hesitate to contact Mrs Turner on the number shown at the head of this letter.

Yours sincerely

Code A

Assistant Complaints Manager