

# Code A

Let's November 2002.

Dear Mrs Turner,

Many thanks for forwarding to Data Subject Access Request Form as requested.

I am returning this to you, duly completed, together with a copy of my Father's Death Certificate, my Birth Certificate and my Marriage Certificate as means of identification. Also enclosed is a stamped addressed envelope for their prompt return.

May I take the opportunity to thank you for your help in this matter.

Yours sincerely

# Code A

enc.

**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 in this respect.

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

FULL NAME... MR HUBERT ROBERT KINIHAN CLARKE **DECD** .....

ADDRESS... LATE OF:- **Code A** .....

**DIED** 17th JUNE 2000 ON **SURMAN WARD** .....  
**GOSPORT WAR MEMORIAL HOSPITAL** .....

TEL NO.....

FAX.....

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

DAUGHTER

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.

All information relating to the treatment; tests & results; medication, observations and assessments relating to my father by the doctors and nursing staff from Ann Ward Q.A (late April 2000). Day Hospital, G WTH, (May 2000) and Sutton Ward (05:06:00 - 17:06:00) also any comments & notes from his non G.P. Dr Harrison

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

Code A

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... 14th November 2002

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

7th<sup>t</sup> November 2002

**Code A**

Dear **Code A**

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

Your request will now be dealt with as quickly as possible. However, it may take up to 40 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

**Code A**

**Code A**

**Code A**