

# **ACCESSING YOUR MEDICAL RECORDS AT DONARD FAMILY PRACTICE**

## **Introduction**

In accordance with the General Data Protection Regulation, patients (data subjects) have the right to access their data and any supplementary information held by Dundrum and Clough Surgery this is commonly known as a subject access request (SAR). Data subjects have a right to receive:

- Confirmation that their data is being processed
- Access to their personal data
- Access to any other supplementary information held about them

## **Options for access**

You must submit a Subject Access Request (SAR) form; this can be submitted electronically and the SAR form is available on the practice website. Alternatively, a paper copy of the SAR is available from reception. You will need to submit the completed paper copy of the SAR to the practice. Patients do not have to pay a fee for copies of their records.

## **Time frame**

Once the SAR form is submitted, Dundrum and Clough Surgery will aim to process the request within 1 calendar month; however, this may not always be possible.

## **Exemptions**

There may be occasions when the data controller will withhold information kept in the health record, particularly if the disclosure of such information is likely to cause undue stress or harm to you or any other person.

## **Data controller**

If you should have any questions relating to accessing your medical records, please ask to discuss this with the below named data protection officer.

Geraldine McCann