Stratton Medical Centre
Hospital Road, Stratton, Bude, Cornwall. EX23 9BP
Tel: 01288 352133

Form to request a copy of your health and care information

You have a legal right to ask for a copy of the personal information a health or care organisation holds on you. This is known as making a Subject Access Request (SAR). You may also give permission to someone else, such as a family member or your solicitor, to make the request on your behalf.

Your health and care organisation should provide information about how to request your personal information. You do not have to use a form to make your request. However, if an organisation has a form, completing it may help them to find the information you are asking for more easily. If they do not have their own form, you can complete this form and check with your health and care organisation who to send it to and whether you can send via email, in the post or drop off in person.

Your health and care organisation should get back to you with the information within one month of receiving your form. However, if the request is complex, they can extend that time to 3 months. They will tell you if this is the case and will let you know when they expect to be able to reply to you.

Your health and care organisation may contact you for further information, and in some cases may need to see documents that verify your identity. If someone else is making the request on your behalf, they may need to provide further information to prove that they have the authority to make a request for you.

About you (or the person you are requesting information about) This information helps verify your identity and helps the organisation access data held about you.	
Forename	
Surname	
Address Post code	
Date of birth	
Telephone number (optional, we may call you to clarify your request)	
Email address (optional)	
NHS number (optional if known)	
Are you requesting information about someone else (for example, for a family member)? If you are, we may request further information	

Stratton Medical Centre

Hospital Road, Stratton, Bude, Cornwall. EX23 9BP
Tel: 01288 352133

Your request

You can ask for your whole record or specific information. If you are asking for specific information, please tell us what you require.

If there is information you do not need, please also tell us here. For example:

- you would like your notes from an appointment with Dr 'A' on 25th June 2018. You have already received your blood test results so don't need these again.
- you would like access to all appointment details and diagnosis related to your recent knee surgery

Please also confirm how you would like to receive your information, for example by email or post.

Further details – to help us find your information

If you can, please provide the date range of the information you are requesting. Include any previous names you were known by if relevant. For example:

- for a hospital stay between 1st August 2024 and 5th August 2024. At the time, I was known as Jane Smith which is my maiden name

The right to ask for your information applies regardless of why you want the information. However, you can also include why you need the information if you think it will be helpful for us to find the right information.

Signed By patient or representative		**Date**	