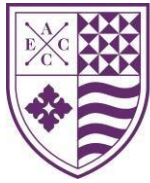




**Subject Access Request Form for Medical Records**

Please note requests will be completed within one month of receipt.

<b>1: Please provide the following information to confirm your identity</b>		
Full name		
Date of Birth		
Address		
Telephone and/or mobile number		
E-mail address		
<b>2: What information do you require?</b>		
<b>3a: How would you like to receive this information? (please tick one box)</b>		
<input type="checkbox"/> Password Protected Document via email:	<input type="checkbox"/> Collection:	<input type="checkbox"/> Standard 2 <sup>nd</sup> Class Post:
<b>3b. If you would like us to provide this information to a third person please provide details of third party to collect or receive the information;</b>		
<b>Please sign here only if you want us to provide the information to a third party;</b>	<b>Date</b>	
<b>4: To be completed by all applicants</b>		
I certify that I am the data subject and the information given above is correct to the best of my knowledge and belief. I understand that it is necessary for the University to confirm my identity and it may be necessary to obtain more detailed information from me in order to locate the correct information. Under the terms of the General Data Protection Regulation, I hereby request and consent for the University College to search my medical records.		
<b>Signature:</b>	<b>Date:</b>	
<b>We may ask you to provide further ID in order to collect the information you have requested.</b>		
When you have completed this form please return it to: by email: <a href="mailto:dpo@aecc.ac.uk">dpo@aecc.ac.uk</a>  or by post: Data Protection Officer AECC University College Parkwood Campus Parkwood Road Bournemouth BH5 2DF		



Data Subject Access Request task sheet.  
For internal use only.

This task sheet is to be attached to front of file and placed in file once completed. This task sheet must also be completed alongside the DSAR log.		
Patient File Number;	Task Completed By	Date Completed
Request received and added to database, file retrieved (DPO)		
ID confirmed (or contact patient if no signature to check details to assist ID) (DPO)		
Delivery method confirmed with requestor (DPO)		
Images retrieved if required (DPO)		
File handed to DoC/DDoC admin for authorisation of request (ADMIN)		
Authorised for release (DoC/DDoC)		
Copies to Room 11 with task sheet attached (ADMIN)		
Password protected document email to patient (SENIOR RECEPTIONIST)		
Copies to be posted; take to college reception post tray (SENIOR RECEPTIONIST)		
Copies for collection; put in correspondence folder to be collected by patient (SENIOR RECEPTIONIST)		
Copies for collection; receptionist to check patient ID before handing over copies. Patient and receptionist to sign task sheet (RECEPTIONIST/PATIENT)	Patient sig	Reception sig
Task sheet to be handed to DPO in Room 11 after copies have been collected (RECEPTIONIST)		
SAR log updated as completed and file sent back to records office (SENIOR RECEPTIONIST)		
Senior Receptionist checks off spreadsheet against correspondence folder weekly to ensure all collections completed.		
<b>Notes:</b>		