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**ELECTRONIC – DATA SUBJECT ACCESS REQUEST**

Application for access to Health Records

In accordance with the General Data Protection Regulation (GDPR)

Please note you are able to access your full medical records online. To have online and on-going access to your medical records, you will need to:-

1. Request access - To do this, you will need to email the following request to [**crccg.enquirieswolston@nhs.net**](mailto:crccg.enquirieswolston@nhs.net)

* In the subject Box type “Subject Access Request” or “SAR”
* In the main message box type “Please provide me with full electronic access to my medical records, in accordance with the General Data Protection Regulation (GDPR). I can confirm I have read the Access to Medical Records section on the Wolston Surgery website, [www.wolstonsurgery.co.uk/clinics-and-services](http://www.wolstonsurgery.co.uk/clinics-and-services)” Followed by your full name, address, date of birth and contact number

1. Confidentiality – You will be contacted by the surgery to ensure the request is genuine and therefore ensure patient confidentiality
2. Confirmation – A reply email will be sent outlining your Subject Access Request, **it is important that you reply** to this email, confirming your request – **failure to do this will mean access will not be granted.**

Please note our age of consent is 14, therefore children over this age must request their own records. Medical records for those under 14 of age will not be accessible on-line.

You are advised that the making of false or misleading statements in order to obtain personal information, to which you are not entitled, is a criminal offence which could lead to prosecution