

**DATA SUBJECT ACCESS REQUEST (GENERAL RECORDS)**

**This form is not for health records.** If you would like to access your health records, please complete the application form for health records. Please read the accompanying Guidance Notes when completing this form, and return it to the Information Governance team at the address given in the notes.

**Data subject details**

<b>Date:</b>		<b>Title:</b>	
<b>First name(s):</b>		<b>Surname:</b>	
<b>Address:</b>			
<b>Email:</b>			
<b>Telephone:</b>		<b>Employee no (if applicable):</b>	

**Information requested**

You are entitled to a copy of all records which we hold about you, but we may be able to complete your request more quickly if you narrow the scope. Please give us **as much detail as possible** to help us find the information you require.

*[Give specific details of where to search for the personal data you want, for example:]*

<b>My personnel file;</b>		
<b>Emails about me between 'person A' and 'person B' (from 1 June 2022 to 1 Sept 2022)</b>	<b>Named person(s):</b>	<b>From:</b>  <b>To:</b>
<b>Call recordings made from my phone number '07510 383275' to Trust phone / extension number '01932 722416' on 13 July 2022 between 11am and 5pm;</b>	<b>My phone number call made from:</b>  <b>Trust phone number/extension call made to:</b>	<b>Date:</b>  <b>Approximate time:</b>

<p><b>The CCTV camera situated at ('location E') on 23 May 2022 between 11am and 5pm;</b></p>	<p><b>Location:</b></p>	<p><b>Date:</b></p> <p><b>Approximate time:</b></p>
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**Authority for access**

Attach copies of the relevant evidence as described in the table below. Please do not send original documents. **If you do not attach appropriate evidence, we will be unable to process your request.**

<p><b>I am the data subject.</b>  <i>Attach:</i> (1) Photographic proof of identity (eg. passport or driving licence), <b>and</b>                  (2) Proof of address (eg. recent within 3 months, bank statement or utility bill).</p>
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**Declaration**

“I declare that the information I have provided is correct to the best of my knowledge.”

**Signed:**

**Print name:**

**Date:**

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**GUIDANCE NOTES**

**Rights of access**

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 give individuals (“Data Subjects”) rights to access information held about them held by organisations (“Data Controllers”). GDPR places obligations on data controllers to handle and manage information in a specific way.

**What you can expect from us**

The majority of our records are held in an electronic form. These records will be sent via secure email or burnt on to a CD if the files are large, unless you specify that you would like them in another format. The 7 zip program will be required to access the records if received on a CD.

Information will normally be provided free of charge. Although a reasonable fee for administrative costs may be charged if a request is manifestly excessive.

We will respond to your request within **the statutory calendar month** timeframe, and where necessary, upon receipt of valid proof that you have the legitimate rights to access the data. If we are having difficulty meeting this timeframe we may extend it by a maximum of two calendar months. We will notify you before the end of one calendar month if an extension is required and the reason for this.

**Further information**

You can contact the Information Governance team between 9am and 5pm, Monday to Friday:

<b>Address:</b>	<b>Tel:</b>	01932 722416 / 07510 383275
Information Governance Team Digital Services St Peter's Hospital Guildford Street Chertsey KT16 0PZ	<b>Email:</b>	<a href="mailto:asp-tr.ig@nhs.net">asp-tr.ig@nhs.net</a>

### Privacy Notice

Ashford & St Peter's Hospitals NHS Foundation Trust will hold and use the information you provide on this form in order to process your subject access request. It will not be used for any other purpose. In line with NHS Records Management guidelines, all information relating to subject access requests is normally kept for three years after the request is completed. At the end of the retention period information will be destroyed in a secure and confidential manner.

If the request is being made in connection with a potential complaint or legal claim against the Trust arising from treatment then we may refer to our Legal Services Team.