

## Accessing your Health Record (a 'Subject Access' request)

You have a right under the General Data Protection Regulations 2018 to request access to view or to obtain copies of what information the surgery holds about you and to have it amended should it be inaccurate. In order to request this, you need to do the following:

- Your request must be made in writing to the GP - for information from the hospital you should write direct to them
- We are required to respond to you within 30 days

You will need to give adequate information (for example full name, address, date of birth, NHS number and details of the reason for your request) so that your identity can be verified and your records located.

To see a copy of your health record or to ask to see parts of it relating to specific points, please send a written request to:

Annie James, Practice Manager  
Twin Oaks Medical Centre  
Ringwood Road  
Bransgore  
Dorset BH23 8AD

Your notes will be prepared for you and depending on what you require, access to online records may be granted, a document could be emailed to you or copied for you to collect, or a qualified member of staff will talk you through the content. Your right to see some information may be limited - for example, if it includes details about other people.

The Data Protection Officer for Twin Oaks Medical Centre is

**Dr Nigel Savage**

# Patient Information Leaflet

**Twin Oaks Medical Centre**

Ringwood Road

Bransgore

Dorset BH23 8AD

Telephone: 01425 672741

# General Data Protection Regulation (GDPR)

For practice news and information go to:

[www.twinoaksmedicalcentre.co.uk](http://www.twinoaksmedicalcentre.co.uk)

**The General Data Protection Regulation (GDPR) is a new law that determines how your personal data is processed and kept safe, and the legal rights you have in relation to your own data. The regulation applies from 25th May 2018, and will apply even after the UK leaves the EU.**

## **What is GDPR?**

The General Data Protection Regulation (GDPR) is a new, Europe-wide law that replaces the Data Protection Act 1998 in the UK. It is part of the wider package of reform to the data protection landscape that includes the Data Protection Bill. The GDPR sets out requirements for how organisations will need to handle personal data from 25 May 2018.

The GDPR is similar to the Data Protection Act (DPA) 1998 which the Practice already complied with, but strengthens many of the DPA principals.

Both personal data and sensitive personal data are covered by GDPR. Personal data, a complex category of information, broadly means a piece of information that can be used to identify a person, eg your name, address, etc. Sensitive personal data includes genetic data, information about religious and political views, sexual orientation, and information contained in your medical records.

## **What GDPR will mean for our patients**

The GDPR sets out the key principles about processing personal data for staff or patients.

- Data must be processed lawfully, fairly and transparently
- It must be collected for specific, explicit and legitimate purposes
- It must be limited to what is necessary for the purposes for which it is processed
- Information must be accurate and kept up-to-date
- Data must be held securely
- It can only be retained for as long as is necessary for the reasons it was collected.

There are also stronger rights for patients regarding the information that practices hold about them. These include:

- Being informed about how their data is used
- Patients to have access to their own data
- Patients can ask to have incorrect information changed
- Restrict how their data is used
- Moving their patient data from one organisation to another
- The right to object to their patient information being processed (in certain circumstances)