

Subject Access Request form where a request is made on behalf of an individual

I am the representative of the following individual and would like to make a Subject Access Request for their personal information.			
Name of patient			
Date of Birth		NHS Number (if known)	
Date of request			
Name of person making the request			
Signature of requester			
<p>Please provide the basis for applying on behalf of another individual:</p> <p><input type="checkbox"/> Authorisation from the patient</p> <p><input type="checkbox"/> I hold Lasting Power of Attorney for the patient</p> <p><input type="checkbox"/> I am appointed as an independent Mental Capacity Advocate on behalf of the patient</p> <p><input type="checkbox"/> I have parental responsibility and the patient is under 18, and lacks capacity to understand the request</p> <p><input type="checkbox"/> I have parental responsibility and the patient is under 18, and has consented to the request</p> <p>Please note that the practice may have to contact you for further information and verification of the above.</p>			
Are you requesting a copy of the <i>entire</i> GP record? YES / NO			
Details of request	If not the entire GP record, then please detail exactly what information you are requesting. For example, between two dates, or relating to a particular medical condition, or hospital letters only.		
How would you like the information to be provided, if possible?	<p>Please indicate your preferred option:</p> <p><input type="checkbox"/> Email – please supply an up to date secure email address Email address:</p> <p><input type="checkbox"/> Printed</p> <p><input type="checkbox"/> Online access to the medical record</p> <p><input type="checkbox"/> Other – please specify:</p> <p>Please note, it may not always be possible to supply the information in your preferred format.</p>		
Please note that you might be contacted by the practice for further information, or clarification about the request, if needed. Any questions? Please contact the Practice Manager or the Deputy Practice Manager.			