**Ellis Practice**

**113 Chalkhill Road**

**Wembley**

**London**

**HA9 9FX**

**Patient telephone line: 020 8736 7198**

**www.ellispractice.co.uk**

**ACCESSING MEDICAL RECORDS AT ELLIS PRACTICE**

**Introduction**

In accordance with the General Data Protection Regulation, patients (data subjects) have the right to access their data and any supplementary information held by Ellis Practice; this is commonly known as a data subject access request (DSAR). Data subjects have a right to receive:

* Confirmation that their data is being processed
* Access to their personal data
* Access to any other supplementary information held about them

**Accessing your information**

As a patient you can request a copy of your health record. To do so, you must submit a Data Subject Access Request (DSAR) form. The DSAR form is available at the reception. You will need to submit the completed DSAR to the practice. Patients do not have to pay a fee for copies of their records.

That said, should a request be deemed either “unfounded, excessive or repetitive”, a reasonable fee may be charged. Furthermore, a reasonable fee may be charged when requests for additional copies of the same information are made. However, this does not permit the practice to charge for all subsequent access requests.

The fee is to be based on the administrative costs associated with providing the requested information.

The DSAR form should be read and completed with all the required information. Forms that are incomplete and with insufficient information may cause delays in processing

**Time frame**

Once the DSAR form is submitted, Ellis Practice will aim to process the request within 21 days; however, this may not always be possible. The maximum time permitted to process DSARs is one calendar month.

**Exemptions**

There may be occasions when the data controller will withhold information kept in the health record, particularly if the disclosure of such information is likely to cause undue stress or harm to you or any other person.

**Data controller**

At Ellis Practice the data controllers are Dr Murphy and Partners, and should you have any questions relating to accessing your medical records, please ask to discuss this with the Practice Manager.

**March 2019**