**Millennium Family Practice**

**SUBJECT ACCESS REQUESTS**

**PRACTICE PROCEDURE**

A Subject Access Request (SAR) is a right of access. An individual is entitled only to their own personal data and not data relating to other people (unless they are acting on behalf of that person).

**REQUEST FOR A SUBJECT ACCESS REPORTS OR SUBJECT ACCESS**

* A valid subject access request can be in writing, sent by fax or by email.
* The request must have clear identity details – name, address & D.O.B. stating the exact data required e.g. a specific period or all personal data. (Data can be in electronic or manual format or both).
* It must be signed by the requester.
* Individuals requesting Subject Access must have two valid forms of ID.

**If a verbal request is made for Subject Access explain the above procedure to the individual on how to make a valid request.**

If a disabled individual finds it impossible or unreasonably difficult to make a Subject Access in writing, reasonable adjustments must be made to accommodate requests. This could include treating a verbal request for information as though it were a valid Subject Access request.

It may be necessary to respond in a particular format such as Large Print or Braille.

If the request does not mention the Act specifically or even say that it is a Subject Access Request, it is nevertheless valid and treated as such, if it is clear that the individual is asking for their own personal data.

A request is valid regardless of who the individual has sent a Subject Access Request to in the practice. It is therefore important to recognise this and treat appropriately.

**ACKNOWLEDGEMENT OF SUBJECT ACCESS REQUESTS**

 The data subject should be advised that their request will be dealt with within one month.

* Add read code **Subject Access Request Status** when a request is received and data subject advised.

**TIMEFRAME**

* Process subject Access Requests with within one month. (TPP search to be run weekly to monitor timeframe compliance).
* Add read code **Subject Access Request Completed** when personal information has been supplied.

**CHARGES**

Charges for personal data cannot be made to the data requester unless the request is excessive. In this case, only a reasonable administration charge can be made. The data subject/requester should be advised if there is a charge.

**Note** – In some cases the data requester could be a solicitor acting on behalf of the data subject. In this case written consent must be obtained.

**REQUESTS TO HAVE DATA ALTERED / CORRECTED/ERASED**

Data subjects have the right to ask for personal data to be corrected/altered/erased. Refer such requests to the Practice Manager/GP for action.

**Note** – It is important to check subject access request/consent given to third parties e.g. insurance companies to confirm exactly what data is requested. **Excessive data must not be provided.**