**Subject Access Request Form**

*Please read these instructions carefully. You have a right to be informed whether any information is held about you by Beacon Hospital and a right to a copy of that information, unless certain exemptions apply. You will be provided with a copy of the information in an intelligible format* ***only*** *if you have provided satisfactory proof of your identity.*

*Please write in BLACK in BLOCK CAPITAL LETTERS inside the boxes when completing this access request.*

1. **I am the Data Subject making the request (person about whom data relates):**
2. **I am representing the Data Subject:**

**Data Subject’s written consent has been provided to disclose information requested by person other than next of kin (Parent, Guardian, Solicitor etc)**

**Patients Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Personal Details of the Data Subject** | | | |
| Surname | Forename | Title | Date of Birth |
| Address Line 1 |  | | |
| Address Line 2 |  | | |
| Address Line 3 |  | | |
| Email |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details of the Data Subject’s Representative** | | | |
| Surname | Forename | Title | Date of Birth |
| Address Line 1 |  | | |
| Address Line 2 |  | | |
| Address Line 3 |  | | |
| Email |  | | |
| Phone Number |  | | |
| Relationship | Third Party  Next of Kin  Solicitor | | |

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| **Information Requested:** |
| Do you require information from a specific department? Please tick relevant box: |
| Radiology  Cardiology  Laboratory  Other *(please expand below)*  *State clearly the information you require, with dates where known or applicable.* |

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| **Declaration-Verification of identification** |
| *The document below must be provided before your request can be processed:* |
| I enclose proof ID: Passport Driver’s LicenseOther |
| Signature :  Date: |

*Beacon Hospital will use information provided to identify/locate data sought in accordance with the provisions of the General Data Protection Regulation.*