**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  |  |

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| **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 License **[ ]** Other  |
| Signature :Date: |

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