

SUBJECT ACCESS REQUESTS (SARs)

Under the General Practice Data Protection Regulations (GDPR), patients have a right to a copy of their medical records, generally without charge.

The NHS is leading the way in reshaping access to personal data. By 2020 electronic access to personal data should be available in all Practices.

At Mythe Medical Practice we are working hard to encourage patients to sign up to online services including booking appointments, ordering of prescriptions and accessing their medical records.

If you were born before the year 2000, part of your medical record is likely to be on paper – called “Lloyd George” notes).

Since 2000 practices have recorded everything electronically – your consultations, prescriptions and scanned copies of any correspondence that we may have sent or received in connection with referrals to allied health professionals. Your entire medical records will also be summarised so that important information from your Lloyd George notes is available in your electronic records to ensure that they hold a complete picture of your medical history.

We are therefore able to give you full access to your online medical records. You may ask for this for a number of reasons i.e. to pass on to a Solicitor acting on your behalf on a health or accident related issue, for an Insurance Company, to clarify some personal data that may have been recorded in the past or simply to remind yourself of previous consultations or check up on test results.

As a business, and as part of the NHS, we do aim to keep our costs down. In order to help us to do this there are a number of options to get a copy of your medical records :

Option 1

Sign up for our online access which will give you your full electronic medical history and summary. It updates automatically every time you see your GP, if a test result is recorded or any other data added to your medical record.

Option 2

You can request a copy of your existing electronic medical history and summary via email. Because we are bound by strict data security rules this will be sent to you as an encrypted file. To open the encrypted file you will need to complete registration with the NHSmail encryption provider. You will be redirected to an external website to guide you through the process.

Option 3

You can request your electronic and paper records. As this requires a member of staff to photocopy all your Lloyd George paper notes we require 20 working days to process this work. We appreciate that there may be occasions when you require a full copy of your medical records but would ask that you only use Options 1 and 2 wherever possible unless genuinely needed as Option 3 requires considerable staff time.

How Do I Make a SAR?

Ask for a Subject Access Request Form at Reception or download from our Practice website :

www.mythemedical.co.uk



**1st Floor, The Devereux Centre,
Barton Road, Tewkesbury, GL20 5GJ**

☎ 01684 293278

☎ 01684 274911

www.mythemedical.co.uk

**GENERAL DATA PROTECTION
REGULATIONS (GDPR)
and
ACCESS TO MEDICAL
RECORDS (SARs)**



OUTSTANDING ★



To provide you with the highest quality of healthcare, Mythe Medical Practice must keep records about you, your health and care we have provided. Care records may be electronic, on paper or a mixture of both.

Your records include basic details such as your address, age and next of kin. They also contain facts about your health, appointments and test results. We therefore have a commitment to use your records in ways that respect your rights and promote your health and wellbeing.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

GDPR is a new piece of legislation that supersedes the Data Protection Act. It will not only apply to the UK and EU; it covers anywhere in the world in which data about our citizens is processed.

The main changes are :

- Practices must comply with SARs
- Where we need your Consent to process data, this Consent must be given freely, it must be specific, informed and unambiguous
- There are new, special protections for patient data
- The Information Commissioner's Office (ICO) must be notified within 72 hours of a data breach
- Higher fines for data breaches

What GDPR means for patients

The GDPR sets out the key principles about processing personal data for both staff and patients :

- ✓ **Data must be processed lawfully, fairly and transparently**
- ✓ **It must be collected for specific, explicit and legitimate purposes**
- ✓ **It must be limited to what is necessary for the purposes for which it is processed.**
- ✓ **Information must be accurate and kept up to date**
- ✓ **Data must be held securely**
- ✓ **It can only be retained for as long as is necessary for the reasons it was collected**

There are also stronger rights for patients regarding the information that practices hold about them. These include :

- ✓ **Being informed about how their data is used**
- ✓ **Patients to have access to their own data**
- ✓ **Patients can ask to have incorrect information changed**
- ✓ **Restrict how their data is used**
- ✓ **Move their patient data from one health organisation to another**
- ✓ **The right to object to their patient information being processed (in certain circumstances)**

What is Patient Data?

Patient Data is information that relates to a single person, such as his/her diagnoses, name, age, current and past medical history.

WHAT IS CONSENT?



Consent is permission from a patient – an individual's Consent is defined as *“any freely given specific and informed indication of his or her wishes by which the data subject signifies his or her agreement to personal data relating to him or her being processed.”*

The changes in GDPR mean that we must get explicit permission from patients when using their data.

This is to protect your right to privacy, and we may ask you to provide consent to do certain things, like contact you or record certain information about you for your clinical records. Individuals also have the right to withdraw their consent at any time.

Your Data Controller :

Mythe Medical Practice, First Floor, The Devereux Centre, Barton Road, Tewkesbury, Glos. GL20 5GJ.
Phone : 01684 293278 Fax : 01684 274911
For Data Issues please ask for either :
The Practice Manager or IT Manager

Scan this code with your mobile for more information about GDPR

