

PERTH & SCONE MEDICAL GROUP

SUBJECT ACCESS REQUESTS

The healthcare team at Perth and Scone Medical Group are committed to ensuring that your medical information is held securely and in line with current legislation.

From time to time, patients or third parties acting on behalf of yourself or any patient can apply to have access information held within your medical records under the terms of the GDPR 2018 (for living patients) or Access to Health Records Act 1990 (for deceased patients). This is known as a Subject Access Request.

Personal Requests:

Requests should ideally be made in writing, stating clearly what is required. Although no charge will be made initially, where a patient makes repeated requests which are felt to be excessive the practice may be compelled to make a charge for this.

Proof of ID will also be required **before** any request is processed and we are obliged to provide your information within 1 month of us confirmation your identity.

Third Party Requests:

Other organisations can also apply to access your information. These requests will normally be accompanied with a copy of your explicit signed consent. These third parties may include:

- Solicitors who are handling a claim on your behalf
- Social Services including The Benefits Agency and the Department of Work & Pensions (DWP)
- Life Assurance companies
- Occupational Health Organisations
- Employers

Any information provided to the any of the above named organisations will be checked thoroughly for any references to a third party (e.g. family member) prior to processing and can only be provided with your consent.

If you request it, you also have the right to see any reports being prepared for Insurance Companies, Occupational Health professionals, employers etc prior to it being sent to them.

Sharing information without consent:

Although we would normally need your consent to share your information, there may be some circumstances where this is not required and we are required by law to provide information. Examples of these circumstances could be:

- Presence of a formal court order
- Where there is a concern about serious harm to yourself or another person
- Where we encounter infectious diseases which may endanger the health of others (not HIV/AIDS)
- Where there is suspicion that a crime has been committed

If you have any concerns about how we share your information, please ask to speak to the practice manager at Taymount Surgery on 01738 627117.