

WELLS PARK PRACTICE

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Practice Manager: Antonia Makinde

ACCESSING YOUR MEDICAL RECORDS

Introduction

In accordance with the General Data Protection Regulation, patients (data subjects) have the right to access their data and any supplementary information held by Wells Park Practice this is commonly known as a data subject access request (DSAR). Data subjects have a right to receive:

- Confirmation that their data is being processed
- Access to their personal data
- Access to any other supplementary information held about them

Options for access

As of April 2016, practices have been obliged to allow patients access to their health record online. You can book an appointment, check test results, and see the diagnosis and treatment details in your GP medical record from the comfort of your home computer or tablet.

In addition, you can make a request to be provided with copies of your health record. To do so, you must submit a Data Subject Access Request (DSAR); this can be submitted by email and on the practice website. Alternatively, a paper copy of the DSAR is available from reception. Patients do not have to pay a fee for copies of their records.

Time frame

Once the DSAR form is submitted, Wells Park Practice will aim to process the request within 28 days.

Exemptions

There may be occasions when the data controller will withhold information kept in the health record, particularly if the disclosure of such information is likely to cause undue stress or harm to you or any other person.

Data controller

At Wells Park Practice, the data controller is Antonia Makinde and should you have any questions relating to accessing your medical records, please ask to discuss this with the named data controller.

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