

## APPLICATION FOR ACCESS TO MEDICAL RECORDS GDPR Subject Access Request

### Details of the Record to be Accessed:

Patient Surname:	NHS Number:
Forename(s):	Address
Date of Birth:	
If the name and/or address was different from the above during the period(s) to which this application relates, please give details below:	
Previous forename/surname:	
Previous address:	

### Details of the applicant (if different to person named above)

Name	
Address	
Relationship to patient	

Tick which of the following statements about the type of access you want to apply for.

I am applying for access to view records only	<input type="checkbox"/>
I am applying for copies of medical record	<input type="checkbox"/>

Please use this space below to inform us of certain periods and parts of the health record you may require. This may include specific dates, consultant name and location, and parts of the records you require e.g. written diagnosis and reports. Note: defining the specific records you need may result in a quicker response.

I would like a copy of all records	<input type="checkbox"/>
I would like a copy of records between specific dates only (please give date range)	<input type="checkbox"/>
I would like copy records relating to a specific condition / specific incident only (please detail below)	<input type="checkbox"/>
Other (please detail below)	<input type="checkbox"/>

**PLEASE NOTE- Medical Records can be accessed as part of the Practice's online services. This may be a quicker and more convenient route for you to get access to the record**

You must provide one Primary and one Secondary form of identification for this application to verify identify (if you are requesting this on behalf of a patient you must provide valid ID for both the patient and yourself).

Forms of Primary identification	Forms of Secondary identification (last 3 months)
Current passport	Council tax bill
Driving licence	Utility bill
Birth certificate	Other bill or statement addressed to you
<b>If patient lacks capacity</b>	
Enduring/Lasting Power of Attorney for Health and Welfare	
Evidence of appointment as Independent Mental Capacity Advocate	
<b>If patient is a child</b>	
Birth certificate	Child benefit letter
Adoption certificate	

### Declaration

I declare that the information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the health records referred to above under the terms of the GDPR. Please tick which applies:

- I am the patient
- I have been asked to act by the patient and attach the patient's written authorisation
- I have full parental responsibility\* for the patient and the patient is under the age of 18 and:
  - (a) has consented to my making this request, or
  - (b) is incapable of understanding the request (delete as appropriate)
- I have been appointed by the court to manage the patient's affairs and attach a certified copy of the court order appointing me to do so
- I am acting *in loco parentis* and the patient is incapable of understanding the request
- I am the deceased person's Personal Representative and attach confirmation of my appointment (Grant of Probate/Letters of Administration)
- I have written, and witnessed, consent from the deceased person's Personal Representative and attach Proof of Appointment
- I have a claim arising from the person's death (Please state details below)

Signature of applicant: ..... Date: .....

**You are advised that the making of false or misleading statement in order to obtain personal information to which you are not entitled is a criminal offence which could lead to prosecution.**

### Additional notes

Before returning this form, please ensure that you have:

- a) signed and dated this form
- b) enclosed proof of your identity or alternatively confirmed your identity by a countersignature
- c) enclosed documentation to support your request (if applying for another person's records)

Incomplete applications will be returned; therefore please ensure you have the correct documentation before returning the form.

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**Countersignature (only required where proof of identify is not available- this should only be completed in exceptional circumstances)**

**This section is to be completed by someone (other than a member of your family) who can vouch for your identity. This section may be completed if 4A cannot be fulfilled.**

I (insert full name).....

Certify that the applicant (insert name).....

Has been known to me personally as ..... for .....years  
(Insert in what capacity, e.g. employee, client, patient, relative etc.)

and that I have witnessed the signing of the above declaration. I am happy to be contacted if further information is required to support the identity of the applicant as required.

Signed .....Date .....

Name ..... Profession. ....

Address .....

.....

Daytime telephone number .....

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## FOR OFFICE USE ONLY

### Proof of identity

Please indicate how proof of ID has been confirmed. Please select 'A' or 'B':

	Method in which identity is confirmed	Option taken	Documents Verification
A	Verified document as noted in "evidence" section below	Yes <input type="checkbox"/> /No <input type="checkbox"/>	If Yes, please note document number & initial and date seen
B	Countersignature - this should only be completed in exceptional circumstances (e.g. in cases where the above cannot be provided)	Yes <input type="checkbox"/> /No <input type="checkbox"/>	Please indicate reason why this section was completed

### Evidence

**Evidence of the patient's and/or the patient's representative identity will be required. Please note the numbers of the required documentation in the box above.**

**Examples of required documentation are:**

	Type of applicant	Type of documentation	
1	An individual applying for his/her own records	One copy of primary identity required and one copy of secondary identity.	<input type="checkbox"/>
2	Someone applying on behalf of an individual (Representative)	One copy of primary identity required and one copy of secondary identity for both the patient and the representative's identity (see examples in 'A' above)	<input type="checkbox"/>
3	Person with parental responsibility applying on behalf of a child.	Copy of birth certificate of child, marriage certificate or residence order or adoption papers, & copy of recent (last 6m) correspondence addressed to person with parental responsibility relating to the patient and one copy of primary identity required and one copy of secondary identity.	<input type="checkbox"/>
4	Power of Attorney/Agent applying on behalf of an individual	Copy of a court order authorising Power of Attorney/Agent plus proof of the patient's identity and proof of representatives identity	<input type="checkbox"/>

#### Parental responsibility- Births in England, Wales, NI

Birth mothers have parental responsibility automatically, - fathers or step parents need to establish if parental responsibility exists,

- Married (biological) fathers have responsibility : if married before child born, or subsequently,
- Unmarried (biological) father have responsibility if listed on birth certificate (from 1.12.2003) – Scotland from 4.5.2006) (if born outside UK –apply rules for country child now resides)
- Unmarried (biological) father –not on birth certificate, lived with mother many years, no responsibility unless applied for parental responsibility through court
- Step parents do not automatically acquire parental responsibility unless they adopt child or acquire residence order
- \*Divorce/separated - parents do not lose right to parental responsibility just because they divorce/separate, but don't automatically have right to know the whereabouts of other people with Parental Responsibility or where the child is living.

<b>Date SAR request received</b>	<b>Date SAR completed</b>
<b>Please state any Fee to be charged (if applicable)</b>	
<b>Date &amp; signature when SAR collected &amp; identity /authority if not patient of person collecting</b>	

Checklist for reception staff:

Appropriate statement about the patient ticked	<input type="checkbox"/>
Type of access application ticked	<input type="checkbox"/>
Parts of the record required ticked	<input type="checkbox"/>

If the patient is applying for access to another patients records, ensure they have the appropriate authorisation

Advise the patient of online services available

Give the patient the "Access to Medical Records- Information for Patients" pages

Advise the patient that the surgery will be in touch regarding the access request within 28 days

Advise the patient they need to provide valid documentation when collecting the data

Send PN to person responsible for SARs advising the there is a new access request

Please give all of the following pages to the patient

## What will happen next with regards to your Subject Access Request- Information for Patients

**Please note- when collecting or viewing records, the applicant must provide valid photographic ID to verify identity.**

Thank you for your request for access to medical records, which we will comply with within 28 days.

- If you have requested access to records and wish to view them, we will contact you to arrange a mutually agreeable time for you to come in and view them.
- If you have requested copies of records we will contact you to let you know when they are ready for collection

If you have any queries regarding your application, please contact us.

In addition to a copy of their personal data, under GDPR we are also obliged to provide individuals with the following information:

- the purposes of your processing;
- the categories of personal data concerned;
- the recipients or categories of recipient you disclose the personal data to;
- your retention period for storing the personal data or, where this is not possible, your criteria for determining how long you will store it;
- the existence of their right to request rectification, erasure or restriction or to object to such processing;
- the right to lodge a complaint with the ICO or another supervisory authority;
- information about the source of the data, where it was not obtained directly from the individual;
- the existence of automated decision-making (including profiling); and
- the safeguards you provide if you transfer personal data to a third country or international organisation.

This information is included within this document

### **Notes- regarding your subject access request**

If you are using an authorised representative, you need to be aware that in doing so, they may gain access to all health records concerning you, which may not all be relevant. If this is a concern, you should inform your representative of what information you wish them to specifically request when they are applying for access.

GPs have ethical obligations around how patient records are shared, and this document will explain to you, in broad terms, the implications of making a Subject Access Request so you can make an informed decision on whether you wish to exercise your rights under GDPR.

Under GDPR you do not have to give a reason for applying for access to your health records.

Under the Access to Health Records Act you may need to give reasons for applying for access to a deceased person's health records.

## **Rights of Access to Personal Data**

Individuals have the right, under the General Data Protection Regulation (EU) 2016/679 (Articles 12 and 15) to request access to, or a copy of, information an organisation holds about them. This information may be held on computer, in a manual paper system, video, digital image, photograph, x-rays, email, text message or by any other new or existing medium or media. This is called a Subject Access Request (SAR).

In addition, anyone making such a requested is entitled to be given a description of how we process your data- details regarding this are shown later in this document.

The General Data Protection Regulation (EU) 2016/679 and Data Protection Act applies only to living persons but there are limited rights of access to personal data of deceased persons under the Access to Health Records Act 1990:

- The Common Law Duty of Confidentiality extends beyond death
- Certain individuals have limited rights of access to deceased records under the Access to Health Records Act:
  - 1) Individuals who may make an Access to Health Records request;
  - 2) Those named executor of a will or specified in letters of administration (documentation confirming this is required).
  - 3) Any person who may have a claim arising out of the patient's death
- A Next of Kin has no automatic right of access but professional codes of practice allow for a clinician to share information where concerns have been raised.
- Guidance should be sought from the Caldicott Guardian in relation to requests for deceased records

## **Access Requests for those who lack capacity to consent**

In certain circumstances a person acting as an advocate can seek access to personal information in so far as it is necessary or relevant to their role. This includes:

- Persons appointed by the Court of Protection
- Persons holding a registered Power of Attorney for specified purposes
- Persons appointed as Independent Mental Health Advocates under the Mental Capacity Act 2005

## **Potential Redactions or Refusals**

- **All clinical data will be reviewed by a clinician** and consideration should be given to redacting any information likely to cause serious harm to the mental or physical health of any individual
- Information supplied by third parties e.g. family members will usually be redacted
- Data and information held from other agencies may be disclosable but should be discussed with the originating body first
- Any information subject to Legal Professional Privilege will not be disclosed
- Information will not be disclosed where there is a statutory or court restriction on disclosure e.g. adoption records
- In the case of deceased records, information should not be disclosed where the entry in the records makes it clear that the deceased expected the information to remain confidential
- A personal record may also contain reference to third parties and redaction will be considered by balancing the data protection rights of all parties

## **Online Access to Medical Records**

Medical Records can be accessed as part of the Practice's online services. For security reasons, you will have to visit the practice to undertake an identity check before you are granted access to these records.

## **To make a subject access request**

A request for your medical health records held at the practice can be made in writing (e-mails accepted) or verbally to the practice, however we ask that you use this Application for Access to Medical Records Form in order that we can clarify and record your request

## **Costs**

Under GDPR you are entitled to have the information we hold on you provided free of charge. Please note that for repeated requests for the same information there may be a charge

Once we have all the required information, and fee where relevant, your request should be fulfilled within 28 days (in exceptional circumstances where it is not possible to comply within this period you will be informed of the delay and given a timescale for when your request is likely to be met).

## **Exemptions**

In some circumstances, we are permitted to withhold information held in your health record. These rare cases are:



- Where it has been judged that supplying you with the information is likely to cause serious harm to the physical or mental health or condition of you, or any other person.
- Where providing you with access would disclose information relating to or provided by a third person who had not consented to the disclosure. This exemption does not apply where that third person is a clinician involved in your care.

## GDPR Compliance Information

- Who we are and what we do

The contact details of our data protection officer

Our Data Protection Officer is and they can be contacted on:

What we do

As a GP practice we are responsible for your day to day medical care and the purpose of this notice is to inform you of the type of information that we hold about you, how that information is used for your care, our legal basis for using the information, who we share this information with and how we keep it secure and confidential.

It covers information we collect directly from you (that you have either provided to us, or from consultations with staff members), or we collect from other organisations who manage your care (such as hospitals or community services).

- Our Commitment to Data Privacy and Confidentiality

As a Practice, we are committed to protecting your privacy and will only process data in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018, the Common Law Duty of Confidentiality, professional codes of practice, the Human Rights Act 1998 and other appropriate legislation.

Everyone working for the Practice has a legal and contractual duty to keep information about you confidential. All our staff receive appropriate and ongoing training to ensure that they are aware of their personal responsibilities and their obligations to uphold confidentiality.

Staff are trained to ensure how to recognise and report any incident and the organisation has procedures for investigating, managing and learning lessons from any incidents that occur.

All identifiable information that we hold about you will be held [securely and confidentially in secure hosted servers that pass stringent security standards](#).

As an organisation we are required to provide annual evidence of our compliance with all applicable laws, regulations and standards through the [Data Security and Protection toolkit](#).

Your information will not be sent outside of the United Kingdom where the laws do not protect your privacy to the same extent as the law in the UK. We will never sell any information about you.

- **The categories of personal data we hold and the sources we obtain them from**

- Details about you, such as your name, address, carers, biological gender, gender identity, ethnic origin, date of birth, legal representatives and emergency contact details are collected from you when you register with the practice via the GMS1 form and new patient questionnaire you fill in when you register.
- Any contact the surgery has with you, such as appointments, clinic visits, emergency appointments, etc. are recorded on our clinical system
- Notes and reports about your health- your historic notes are transferred to us from your old practice- [this can happen electronically](#) and [your paper notes are transferred via an organisation called Primary Care Support England](#)
- Results of investigations such as laboratory tests, x-rays, etc. which are sent to the practice electronically from hospitals
- We are routinely informed of any A&E visits or outpatient appointments at local hospitals
- We are routinely advised of any contact with out of hours providers or [NHS111](#)
- We are hold details of any other relevant information from other health professionals, relatives or those who care for you. All information flows within the practice are routinely mapped as part of our GDPR compliance and compliance with the [Data Security and Protection toolkit](#).

- **How we use your personal data (the purposes of processing).**

As health professionals, we maintain records about you in order to support your care. By registering with the practice, your existing records will be transferred to us from your previous practice so that we can keep them up to date while you are our patient and if you do not have a previous medical record (a new-born child or coming from overseas, for example), we will create a medical record for you.

We take great care to ensure that your information is kept securely, that it is up to date, accurate and used appropriately. All of our staff are trained to understand their legal and professional obligations to protect your information and will only look at your information if they need to.

#### **For provision of direct care:**

In the practice, individual staff will only look at what they need in order to carry out such tasks as booking appointments, making referrals, giving health advice or provide you with care.

#### **For commissioning and healthcare planning purposes:**

In some cases, for example when looking at population healthcare needs, some of your data may be shared (usually in such a way that you cannot be identified from it). The following organisations may use data in this way to inform policy or make decisions about general provision of healthcare, either locally or nationally.

- [Leeds City Council](#): Public Health, Adult or Child Social Care Services
- [Leeds Clinical Commissioning Group](#) (or their approved data processors)
- [NHS Digital](#) (Formerly known as (HSCIC))
- The “[Clinical Practice Research Datalink](#)” (EMISWeb practices) or [ResearchOne Database](#) (SystemOne practices).
- Other data processors which you will be informed of as appropriate.

In order to comply with its legal obligations we may send data to NHS Digital when directed by the Secretary of State for Health under the [Health and Social Care Act 2012](#).

This practice contributes to national clinical audits and will send the data which are required by NHS Digital when the law allows. This may include demographic data, such as date of birth, and information about your health which is recorded in coded form, for example, the clinical code for diabetes or high blood pressure.

### For research purposes:

Research data is usually shared in a way that individual patients are non-identifiable. Occasionally where research requires identifiable information you may be asked for your explicit consent to participate in specific research projects. The surgery will always gain your consent before releasing any information for this purpose.

Where specific information is asked for, such as under the [National Diabetes audit](#), you will be given the choice to opt of the audit.

### For safeguarding purposes, life or death situations or other circumstances when we are required to share information:

We may also disclose your information to others in exceptional circumstances (i.e. life or death situations) or in accordance with Dame Fiona Caldicott’s information sharing review (Information to share or not to share).

For example, your information may be shared in the following circumstances:

- When we have a duty to others e.g. in child protection cases
- Where we are required by law to share certain information such as the birth of a new baby, infectious diseases that may put you or others at risk or where a Court has decided we must.

### When you request to see your information or ask us to share it with someone else:

If you ask us to share your data, often with an insurance company, solicitor, employer or similar third party, we will only do so with your explicit consent. Usually the requesting organisation will ask you to confirm your consent, often in writing or electronically. We check that consent before releasing any data and you can choose to see the information before we send it.

- **The lawful basis for the processing.**

We are required to tell you the legal basis that is used for the various ways we process and use your data. In order to process your personal data we must specify a [lawful basis](#) and if we process any personal data that is deemed to be “special category” data we must also specify a [separate condition for processing special category data](#).

The following table sets the main ways your personal data may be used and the corresponding legal basis and category of data. Each purpose is covered in more detail within this notice to explain what these mean in more practical terms.

Purpose of using personal data	Legal basis of processing	Special category of data
<b>Provision of direct care and related administrative purposes</b>  e.g., e-referrals to hospitals or other care providers	GDPR Article 6(1)(e) – the performance of a task carried out in the public interest	GDPR Article 9(2)(h) – medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems.
<b>For commissioning and healthcare planning purposes</b>  e.g., collection of mental health data set via NHS Digital or local	GDPR Article 6(1)(c) – compliance with a legal obligation	GDPR Article 9(2)(h) – medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems.  Special category 9(2)(i) – public interest in the area of public health
<b>For planning and running the NHS (other mandatory flow)</b>  e.g., CQC powers to require information and records	GDPR Article 6(1)(c) – compliance with a legal obligation (the GP practice)  Regulation 6(1)(e) – the performance of a task carried out in the public interest (CQC)	GDPR Article 9(2)(h) – medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems.  Special category 9(2)(i) – public interest in the area of public health
<b>For planning &amp; running the NHS – national clinical audits</b>	GDPR Article 6(1)(e) – the performance of a task carried out in the public interest	GDPR Article 9(2)(h) – medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems.  Special category 9(2)(i) – public interest in the area of public health
<b>For research</b>	GDPR Article 6(1)(f) – legitimate interests...except where such interests are overridden by the	GDPR Article 9(2)(j) – scientific or historical research purposes or statistical purposes

	<p>interest or fundamental rights and freedoms of the data subject.</p> <p>GDPR Article 6(1)(e) – the performance of a task carried out in the public interest</p> <p>GDPR Article 6(1)(a) – explicit consent</p>	
For safeguarding or other legal duties	<p>GDPR Article 6(1)(e) – the performance of a task carried out in the public interest</p> <p>Regulation 6(1)(c) – compliance with a legal obligation</p>	GDPR Article 9(2)(b) – purposes of carrying out the obligations of ..social protection law.
When you request us to share your information e.g., subject access requests	GDPR Article 6(1)(a) – explicit consent	GDPR Article 9(1)(a) – explicit consent

- **The recipients and categories of recipients of personal data.**

We share information about you with other health professionals where they have a genuine need for it to support your care, as follows.

Recipient of data	Reason or purpose
<a href="#">Leeds Care Record</a>	Primary, secondary or emergency care
<a href="#">Summary Care Record (SCR)</a>	Secondary or emergency care
<a href="#">Leeds Teaching Hospitals Trust</a>	Secondary or emergency care
Other national providers of health care who you choose to be referred to, in consultation with your healthcare professional	Secondary or specialist care
<a href="#">Leeds &amp; York Partnership Foundation Trust</a>	Mental health & learning disability services
<a href="#">Mid-Yorkshire Hospitals Trust</a>	Diabetic eye-screening services
<a href="#">Leeds Community Healthcare Trust</a>	District Nursing and other community services
<a href="#">NHS National Diabetes Prevention Programme</a>	Information and lifestyle education
<a href="#">Local Care Direct</a>	Out of Hours primary care provider
<a href="#">Leeds City Council</a>	Social Care services
Connect Well/PEP or other similar service	Social prescribing
<a href="#">“One You”</a>	Provider of healthy lifestyle services
<a href="#">Forward Leeds</a>	Provider of drug & alcohol services
Federated GP services	Providers of extended access appointments over the telephone and at local hubs.

From time to time we may offer you referrals to other providers, specific to your own health needs- in these cases we will discuss the referral with you and advise you that we will be sharing your information (generally by referral) with those organisations.

- The details of transfers of the personal data to any third countries or international organisations.

As a GP surgery, the only occasions when this would occur would be if you specifically requested this to occur- the practice will never routinely send patient data outside of the UK where the [laws do not protect your privacy to the same extent as the law in the UK](#).

- Retention periods for your personal data.

As long as you are registered as a patient with the surgery, your paper records are held at the practice along with your GP electronic record. If you register with a new practice, they will initiate the process to transfer your records. The electronic record is transferred to the new practice across a secure NHS data-sharing network and all practices aim to process such transfers within a maximum of 8 working days. The paper records are then transferred which can take longer. [Primary Care Services England](#) also look after the records of any patient not currently registered with a practice and the records of anyone who has died.

Once your records have been forwarded to your new practice (or after your death forwarded to Primary Care Services England), a cached version of your electronic record is retained in the practice and classified as “inactive”. If anyone has a reason to access an inactive record, they are required to formally record that reason and this action is audited regularly to ensure that all access to inactive records is valid and appropriate. We may access this for clinical audit (measuring performance), serious incident reviews, or statutory report completion (e.g., for HM Coroner).

A summary of retention periods for medical records can be found on the [BMA website](#)

- The rights available to you in respect of data processing.

Under the GDPR all patients have certain rights in relation to the information which the practice holds about them. Not all of these will rights apply equally, as certain rights are not available depending on situation and the lawful basis used for the processing- for reference these rights may not apply are where the lawful basis we use (as shown in the above table in the section on “lawful bases”) is:

- Processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller – in these cases the rights of erasure and portability will not apply.
- Legal Obligation – in these cases the rights of erasure, portability, objection, automated decision making and profiling will not apply.

### **Right to be informed**

[You have the right to be informed of how your data is being used](#). The propose of this document is to advise you of this right and how your data is being used by the practice

### **The right of access**

[You have the right of access](#) You have the right to ask us for copies of your personal information- this right always applies. There are some exemptions, which means you may not always receive all the information we process.

## **The right to rectification**

[You have the right to ask us to rectify information you think is inaccurate.](#) You also have the right to ask us to complete information you think is incomplete. This right always applies.

## **The right to erasure**

[You have the right to ask us to erase your personal information in certain circumstances-](#) This will not generally apply in the matter of health care data

## **The right to restrict processing**

[You have the right to ask us to restrict the processing of your information in certain circumstances-](#) You have the right to limit the way in which your data is processed if you are not happy with the way the data has been managed.

## **The right to object**

[You have the right to object to processing](#) if you disagree with the way in which part of your data is processed you can object to this- please bear in mind that this may affect the medical services we are able to offer you

## **Rights in relation to automated decision making and profiling.**

[Your rights in relation to automated processing](#)- Sometimes your information may be used to run automated calculations. These can be as simple as calculating your Body Mass Index or ideal weight but they can be more complex and used to calculate your probability of developing certain clinical conditions, and we will discuss these with you if they are a matter of concern.

Typically, the ones used in the practice may include:

[Qrisk](#)- a cardiovascular risk assessment tool which uses data from your record such as your age, blood pressure, cholesterol levels etc to calculate the probability of you experiencing a cardiovascular event over the next ten years.

[Qdiabetes](#)- a diabetes risk assessment tool which uses your age, blood pressure, ethnicity data etc to calculate the probability of you developing diabetes.

CHADS - an assessment tool which calculates the risk of a stroke occurring for patients with atrial Fibrillation

This is not an exhaustive list- other tools may be used depending on your personal circumstances and health needs, however whenever we use these profiling tools, we assess the outcome on a case-by-case basis. No decisions about individual care are made solely on the outcomes of these tools, they are only used to help us assess your possible future health and care needs with you and we will discuss these with you.

## **The right to data portability**

[Your right to data portability](#) This only applies to information you have given us- you have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under a contract, and the processing is automated, so will only apply in very limited circumstances

## ● **The right to withdraw consent**

Because under the provisions of Data Protection Law most of the data processing activities carried out by the practice are not done under the “lawful basis” of consent you cannot withdraw consent as such, however if you are not happy with the way your data is being processed you do have the [right to object](#) and the [right to ask us to restrict processing](#).

There is a new national opt-out that allows people to opt out of their confidential patient information being used for reasons other than their individual care and treatment. The system offers patients and the public the opportunity to make an informed choice about whether they wish their personally identifiable data to be used just for their individual care and treatment or also used for research and planning purposes. [Details of the national patient opt out can be found online.](#)

In the past, you may have already chosen to prevent your identifiable data leaving NHS Digital, known as a Type 2 opt-out. All existing Type 2 opt-outs will be converted to the new national data opt-out and this will be confirmed by a letter to all individuals aged 13 or over with an existing Type 2 objection in place. Once the national data opt-out is launched, it will no longer be possible to change preferences via local GP practices.

- **The right to lodge a complaint with a supervisory authority.**

If you are happy for your information to be used, and where necessary shared, for the purposes described in this notice then you do not need to do anything.

Should you have any concerns about how your information is managed at the practice, please contact us.

If you are still unhappy following a review by the GP practice, you can then complain to the Information Commissioners Office (ICO) via:

- Their website: [www.ico.org.uk](http://www.ico.org.uk)
- Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)
- Telephone: 0303 123 1113 (local rate) or 01625 545 745
- Or by mail:       The Information Commissioner  
                  Wycliffe House  
                  Water lane  
                  Wilmslow  
                  Cheshire  
                  SK9 5AF