

Subject Access Request (SAR) Procedure

Before Submitting Your Request

1. **Download the NHS App:** This app allows you to view your medical record.

Submitting Your Request

You can make a SAR through the following methods:

- **In Person:** Visit Bute House.
- **Email:** Send your request to bute.house@nhs.net.

Information Required

When completing your request, include the following:

- Full name
- Date of birth
- Current and previous address (if applicable)
- NHS number (if known)
- Specify what you are requesting: Full Electronic Record, Summary, Test Results, or Vaccinations.

Provide Identification

- Include a form of photographic ID to ensure your information is not released to unauthorized individuals.

Await Acknowledgment

- You should receive an acknowledgment of your request within a few days.

Processing Time

- The surgery aims to process requests quickly. You will receive your medical records within **28 days** from the receipt of your completed form and consent. If necessary, this period may extend to **3 months**, and you will be informed of any updates.

Fees

- The first request is free; subsequent requests may incur charges.

Proxy Requests

- If you are submitting the request on behalf of someone else, ensure you have their consent and provide relevant details. Although a third party can request records, we would contact the subject to ensure that they are aware of the request and understand what is being requested. The record would be given to the subject.

For any specific questions or clarifications, consider contacting Bute House directly.