



SUBJECT ACCESS REQUESTS

All patients and staff are allowed access to their healthcare and personnel information:

PROCEDURE

When receiving a data request any frontline member of staff must do the following:

- If the request is verbal, ask for a written subject access request from the patient or staff member.
- When receiving a written request pass the request to the clinic manager and/or company director.

The designated manager must then:

- Contact the patient/requesting party and ask for confirmation of their details – DOB and address. Or if the requesting party is proxy for a patient due to lack of capacity- legal documents need to be supplied citing them as having power of attorney to request information.
- If sending the SAR as an e-mail attachment. Patient needs to send written confirmation of the following *'they are happy to receive the information request by e-mail and once they have received it is their responsibility to ensure it is stored safely'*.
- Discussion with clinician – who has met the patient (GP/Sonographer) regarding patient's mental capacity.
- All patient data pooled from paper and digital archives to be compiled in paper/digital document – depending on the request.
- Subject to Identification confirmation patient is supplied with data requested and confirms receipt.
- All subject access requests are filed appropriately by HEM Clinical Ultrasound Service limited the following supporting evidence needs to be documented on the patient profile and SAR spreadsheet:
 - Copy of written request for data access.
 - Confirmation of patient receipt.
 - Copy or details of data supplied.
 - Short written statement from Clinic Manager/Director to state the appropriate procedure was followed in regard to the data request and was received by the patient within the correct timeframe, and patient was deemed to have capacity to receive the information without detrimental effect to their wellbeing.