



Subject Access Requests (providing a copy of a record)

What is a Subject Access Request?

Data Protection legislation gives individuals the right to request a copy of personal data that is held by the organisation. This is known as a Subject Access Requests (SAR) and can be made by patients and members of staff.

What is the individual entitled to?

An individual is entitled to a copy of their personal data including the reasons why we hold their data and whether we share their personal data with third parties.

Can the requester ask for personal data about other individuals?

No. Individuals are only entitled to a copy of their own personal data unless they are validly acting on behalf of another individual when making the request.

How long do we have to respond with an SAR?

The organisation must respond to the requester with a verification form that requires completing along with ID, once this information has been received the 1 calendar month will be enforced in order to provide a copy their health records.

Can we charge a fee for a SAR?

A Subject Access Request is usually free of charge, but if additional copies of information already provided is required, or the request is for a large amount of printed information, then the organisation can charge an administrative fee.

What should I do if I receive a request?

If you receive a Subject Access Request for a patients record you must contact the Access to Health Records Department at Online House on 01633 740165 (Ext: 50165).

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