

The Data Protection Act gives you the right to see your health records

A health record is any record of information relating to someone's physical or mental health that has been made by (or on behalf of) a health professional. This could be anything from the notes made by a GP in your local surgery to results of an MRI scan or X-rays.

Health records are extremely personal and sensitive. They can be held electronically or as paper files, and are kept by a range of different health professionals both in the NHS and the private sector.

How can I access my records?

The Data Protection Act gives you the right to see your health records.

To do so, you will need to make your request in writing (or by email) to the Oaklands Practice (address your letter to the Practice Manager, Mrs. Jennie Taylor).

We will need your name, address, DOB, and ideally an up to date contact telephone number.

You do not have to give a reason for applying for access to your health records. However, to save the NHS time and resources, it would be helpful if you would inform us - if you do not need access to your *entire* health record - of the periods and parts of your health records that you require, along with details which you may feel have relevance (e.g. consultant name, location, diagnosis etc).

If the records you wish to see are held totally on computer, you can be charged up to £10 for a copy of these records.

If the records you wish to see are on paper or a mixture of paper and computer records, you can be charged up to £50 for a copy of these records.

You should receive a reply to your request within 21 days.

You have the right simply to view your records (i.e. not receive a copy in a permanent form). For this, there is likely to be no charge (or at maximum, £10).

You should also be aware that in certain circumstances your right to see some details in your health records may be limited in your own interest or for other reasons (e.g. to protect the privacy of third parties).

You also have the right to have information explained to you where necessary (e.g. medical abbreviations).

We can provide you with a printout of the information requested or export the information (e.g. as a *.doc* or *.pdf* file) onto an encrypted CD-ROM.

A copy of our *Access to Health Records* policy is available to download from our website, or on request from reception.