Highfield Surgery
25 Severn Street, Leicester, LE2 0NN

ACCESSING YOUR MEDICAL RECORDS

Introduction

In accordance with the UK General Data Protection Regulation, patients (data subjects) have the right to access their data and any supplementary information held by this organisation. This is commonly known as a subject access request (SAR).

Data subjects have a right to receive:

- Confirmation that their data is being processed
- Access to their personal data
- Access to any other supplementary information held about them

Options for access

As of 2 April 2024, Highfield Surgery has been obliged to allow patients access to their coded health record via NHS App. The NHS App enables patients to view full medical records added from April 2024 onward, following successful ID verification through the app during the signup process.

In addition, you can make a request to be provided with electronic copies of your health record entered prior to 2 April 2024. To do so, you must submit a SAR form. This can be submitted electronically, available for download on the organisation website. Alternatively, a paper copy of the SAR form is available from reception. You will need to submit the form via a text message link or return the completed paper copy of the SAR to the organisation. Patients do not have to pay a fee for electronic copies of their records.

Time frame

Once the SAR form is submitted, this organisation will aim to process the request within 28 days; however, this may not always be possible.

Exemptions

There may be occasions when the data controller will withhold information kept in the health record, particularly if the disclosure of such information is likely to cause undue stress or harm to you or any other person.

Data controller

At Highfield Surgery, the data controller is Dr Rajiv Wadhwa and should you have any questions relating to accessing your medical records, please ask to discuss this with the named data controller.

Dr Rajiv Wadhwa   Highfield Surgery
Data controller

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