

Data Subject Individual Rights Form

To exercise your rights regarding the personal data we process about you please complete the form below.

Section 1: Personal Information (details of the person the request is about (the Data Subject))

Surname:	
First name / middle name:	
Previously known as (if applicable)	
Date of birth: (DD/MM/YYYY)	
Address:	
Telephone number:	
E-mail:	

If you are not the Data Subject and are making a request regarding another individual please confirm your identity below:

Surname:	
First and middle names:	
Address:	
Telephone number:	
E-mail:	

Section 2: Nature of Request

Please provide details of your type of request:

- Subject Access Request
- Rectification of inaccurate personal data
- Erasure of personal data
- Restriction of processing
- Objection to processing
- Request for data in portable format

Section 3: Please provide details of particular information regarding your request, including any relevant dates:

Section 4: Additional document(s) required

Proof of Identity:

We require proof of your identity before we are able to respond to your request. Please supply copies of two pieces of identification, one from list A and one from list B below.

Please DO NOT send an original passport, driving licence or identity card.

List A (<u>photocopy</u> of one from below)		List B (<u>photocopy</u> of one from below)	
Photographic identification which clearly shows your name and date of birth.		Documentation that clearly shows your name and current address.	
Passport / Travel Document		A Council Tax bill	
Photo driving licence		Utility bill showing current home address	
Foreign National Identity Card		Bank Statement or Building Society Book	

Section 5 – Authorisation for requests relating to third parties

(If you are the Data Subject please go to Section 6).

Where the request relates to another living individual:

Please enclose suitable evidence to enable us to verify you are the authorised representative of the individual your request relates to and/or confirm that you have completed **section 7** below:

I have enclosed confirmation of authority to represent the individual identified in Section 1.	<input type="checkbox"/>
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Where the request relates to a deceased individual:

Please enclose evidence to enable us to verify you have the right to access the medical records for deceased persons. People who are able to apply for access to this data include: A deceased patient's personal representative; someone who is executor/administrator of their will; someone who has a claim arising out of the patient's death.

I have enclosed confirmation of authority to access information relating to the deceased individual identified in Section 1.	<input type="checkbox"/>
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Section 6: Declaration of Data Subject

I confirm that I am the data subject named in **Section 1** and I am exercising my rights to my own personal data. I understand that the information I have supplied will be used to confirm my identity and assist in locating the information I have requested.

Signed:	Date:
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Section 7: Consent by data subject for representative / third party acting on their behalf

If you are acting on behalf of the data subject (i.e. the person to whom the information is about) written authority is required. Please supply documentation evidencing your right to make this request and/or complete the details below ensuring the data subject authorises this.

Name of Person / Organisation:	
Relationship to data subject:	
Address:	
Telephone number:	
E-mail:	

I confirm that I am the Data Subject named in **Section 1**. I consent to the person or organisation named above in **Section 7**. to act on my behalf in relation to my request. I have enclosed document(s) referred to in **Section 4**.

Signed:	Date:
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Section 8: Returning your completed form

Please send your completed form and additional information requested to:

Corporate Governance Officer via enhertscg.information@nhs.net

Or by post to:

Governance and Corporate Affairs Team,
NHS East and North Hertfordshire Clinical Commissioning Group,
Charter House, Parkway,
Welwyn Garden City,
Hertfordshire AL8 6JL