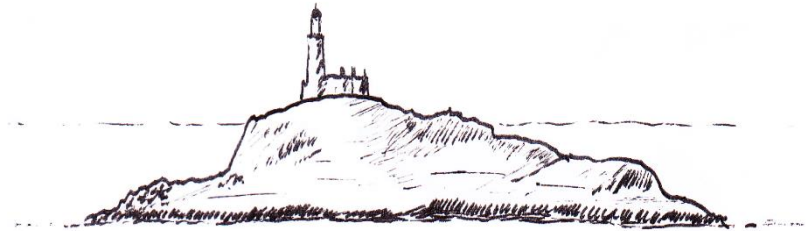


Solway Medical Group



Subject Access Request to the Health Records for a Deceased Person Under the Access to Health Records Act 1990

You are advised that making a false or misleading statement in order to obtain access to personal information to which you are not entitled is a criminal offence.

Access to Health Records for people who have died is provided under the Access to Health Records Act (1990).

We (Solway Medical Group) are required by the Act to provide you with the requested information within a maximum of forty days after:

- We have received confirmation of your eligibility to gain access to these records.
- We have proof of your identity.

Please complete all sections of the form.

Please note we can only release information to the following:-

- An executor of the Will (an authorised copy of the Form of Probate is required)
- A beneficiary of the Will (copies of the Death Certificate and the Will must be provided)
- A close relative who is not qualified as above may also be granted access in exceptional circumstances.

Completed forms should be sent to: **Practice Manager**
Solway Medical Group
St Mary Place
Kirkcudbright
DG6 4BJ

Alternatively, you may email scanned copies of the completed form and supporting documentation to the following address:

dq.kbtclin@nhs.scot

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Section 1 : Details of the Deceased Person for whom information is requested (the Subject).

Full Name	
Address	
Postcode	
Date of Birth	
Date of Death	
Hospital/CHI number	
Further information	

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Section 2: Please provide your details and how you qualify for access to these records.

Full Name		
Address		
Postcode		
Contact number		
Email address		
Your relationship To the Subject. <small>Please select one.</small>	Executor of the Estate and I have probate.	I am a beneficiary of the Will.
If you do not qualify as one of the above, please explain below why you feel you have a right to access these health records: 		
If you have a familial tie with the deceased person, ID and evidence are required to be provided.		

Declaration: I confirm that I am an appropriate person, as described at Section 2, and have provided documentation to verify this.

Signature:_____

Date:_____

We will require you to provide either the Form of Probate, as issued by the Court, and/or a copy of the Death Certificate and Will, and copies of 2 forms of identification.

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Section 3: Please provide a description of the records to which you are requesting access.

Start date of records	
End date of records	
Please specify the type of records you are requesting, eg results, consultations. <u>PLEASE NOTE:</u> This is only GP records, if you require hospital records you will need to contact them directly.	
<p>If this request is in respect of a specific episode of care please provide further details below, including, for example, the type of care provided, the hospital in which the care was received and any other relevant details :</p> <p>PLEASE NOTE: Due to The Access to Health Records Act being released in 1990, we are not obliged to release medical records prior to this date.</p>	

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How we can provide you with your records:

Secure File Transfer Service: An email is sent to you by SWAN network containing a link to your requested documents and contact information for a member of the Data Protection Team. Once you receive this email you are required to contact the Data Protection Team to obtain the password which will enable you to access your records via the link sent in the original email. You can then download the files and save them in your preferred location.

The link to your records is valid for 3 days. This is the quickest and most secure method of sending your records



Paper copies:



Please be aware that this can involve a significant amount of paper depending on the size of the records.

Please note:

We are required to check all health records for third party/sensitive/harmful information. If there is any such information contained in the records you have requested then this will be redacted, under the terms of the Data Protection Act 2018 (DPA18) and General Data Protection Regulation (GDPR), prior to release.

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