

Can I see my health records?



Applicant information

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What is a Subject Access Request?

The Data Protection Act 1998 gives every person the right to know what information organisations hold about them. You can find out what information our Trust holds about you, and request a copy of it, by making a Subject Access Request.

How can I make a Subject Access Request?

1. **Ask your healthcare practitioner, such as a nurse, doctor or therapist.** In most cases it is possible for you to sit down and **view** your records this way but you will not be allowed to take a copy of them away with you. Sometimes you may have to make a formal request to see what is in your files. Your healthcare practitioner can advise on what is the best option for you.
2. **Write to us, or email us.** This is the formal option and is for if you would like to get a **copy** of your notes or if you are not currently receiving any care. Sometimes healthcare practitioners also suggest this option.

Where should I send my request to?

Access to Records

Information Governance Department

Maglona House | Kingstown Broadway | Carlisle | CA3 0HA

E: accesstorecords@cumbria.nhs.uk

Our Access to Records form is available at:

www.cumbriapartnership.nhs.uk/the-trust/access-to-records

What information do I need to include in my request?

1. Full name (including previous names)
2. Date of Birth
3. Current address and previous addresses (if relevant)
4. What type of records you want e.g. physiotherapy
5. The time/period of care and any other relevant information
6. How you want to receive the notes (via email or post)



7. Copies of one form of ID document and one proof of address

Why do I have to send in ID documents?

If you are an individual we ask for copies of ID documents and proof of address so that we can be satisfied of your identity.

We also ask for other documentation if you are requesting information for someone else (such as a child), or if the person you are requesting information about is deceased. More information about this can be found on our website: www.cumbriapartnership.nhs.uk/the-trust/access-to-records

Will I have to pay anything?

	Method	Charge
1	View only Records created in the last 40 days	Free
2	Electronic Records (or mix with paper)	£10-£25
3	Paper Records	£25-£50

Additional information

Got questions about Subject Access Requests, the Data Protection Act, or the Access to Health Records Act?

Visit our website: www.cumbriapartnership.nhs.uk

Email us at: accesstorecords@cumbria.nhs.uk

Call us on: 01228 602000 (Ask for Access to Records)

Complaints go to: **Chief Executive** | Voreda | Portland Place | Penrith | CA11 7QQ

Information Commissioners Office | E: www.ico.gov.uk | T: 08456 30 60 60

If you would like this factsheet in another language or format, for example Braille, large print or audio, please call:

01228 603890

E: communications.helpdesk@cumbria.nhs.uk

Or write to Engagement and Communications
Voreda House | Portland Place | Penrith | CA11 7QQ



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