**Lisburn City Practice**

**Lisburn Health Centre**

**Linenhall Street**

**Lisburn
BT28 1LU**

**Subject Access Request (SAR)**

You have asked for a subject access request ie. a copy of your notes, which may be a full set of notes, a SAR, or more specific elements of your record, a targeted subject access request, TSAR. This is governed by the general data protection regulations GDPR.

Name:

Date of Birth:

Address:

If you are asking for a SAR for someone else you will need written permission from the person to whom the SAR applies.

Reason for request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What dates of your record are you interested in obtaining: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

There may be a fee to pay if the SAR request is to form part of a medical report for a third party, if it is unreasonable, excessive or is a second copy of notes. This fee will comprise of administration costs of receptionist and doctor and hardware costs of paper and printing etc.

If you require further information please contact our practice manager, Gemma Hamilton.