

**DATA ACCESS REQUEST FORM B (Private Patient) Article 15 of the General Data Protection Regulations GDPR 2018 provides a right of access to the Data Subject to obtain / receive all / whatever information the Data Controller holds on him / her.**

**Applicant /Agent:**

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**Address:**

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**PPS Number:**

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**Contact Phone Number / Mobile Number / Landline:**

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**Details of the information / Data sought including full details of dates and location of treatment provided if possible**

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**Date of Birth:**

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**Access Request supporting documentation attached to request. Please tick appropriate boxes if applicable.**

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| <input type="checkbox"/> Birth Certificate              | <input type="checkbox"/> Court / Custody orders  |
| <input type="checkbox"/> Identification ID              | <input type="checkbox"/> Authority to allow Agent access data<br>on behalf of the data subject |
| <input type="checkbox"/> Proof of address               |  |
| <input type="checkbox"/> Guardianship                   |  |
| <input type="checkbox"/> Other supporting documentation |  |

## **Guidelines / Support for completing Data Access Request Forms:**

1. Data Access Requests can be made either electronically or manually.
2. It is important that all the relevant sections of the access request forms are fully completed to enable requests to be handled as efficiently and expeditiously as possible. Failure to complete all the relevant sections of the form will result in an invalid request.
3. Please ensure the relevant and appropriate supporting documentation accompanies all Data Access requests. All requests should be supported by proof of address and ID for the Data subject.
4. All Agent requests on behalf of the Data Subject must follow the same format and be supported by the relevant documentation.
5. All Data Access requests for children must be accompanied by ID for both parent and children. The person making the request should provide evidence that he/she is the child's parent / legal guardian.
6. If there are custody arrangements or a Court Order in place in relation to Children. A copy of same must be submitted with the access request.
7. Transfers of Data outside of the EU must comply with Articles 45-50 of the GDPR Regulations 2018 and transfers should adhere to model contract rules.
8. If there are any further queries pertaining to such access requests, contact the Data Protection Officer at SouthDoc who will deal with same.