

{Insert Your Name}
{Insert Your Address}

TEL: {Insert Your TEL}

{Insert Date}

{Insert Address of GP/Hospital/Specialist}

To Whom It May Concern,

Please will you provide a copy of my medical records as I am entitled to have under the following acts Data Protection Act 1998, Freedom of Information and Data Protection (Appropriate Fees and Limits) Regulations 2000 & Good Medical Practice 2013, I require my notes from **{insert year/date}** to Present day or **{Remove present day and replace with year/date}**.I request that I receive a copy of my medical records within the 40 days as stated within the Data protection Act 1998.

I understand that you may charge a fee for providing copies of my notes and that such a charge is set at a MAXIMUM of £50. If you do wish to make a charge please inform me what that fee amounts to as soon as possible. Please note that, under the above Act and Regulations, such a charge has to be reasonable. Reviewing, redacting and considering whether information held is exempt from charging and cannot be considered as part of the Fees Regulations calculations. I estimate that a reasonable charge for a copy of my medical records should be around 20p to £1.00, based on the Fees Regulations and guidance from the Information Commissioners Office.

- You may charge up to £10 for complying with a SAR relating to health records if they are held only electronically.
- You may charge up to £50 for complying with a SAR relating to health records if those records are held either wholly or partly in non-electronic form.

These charges may be made if you comply with the SAR by Supplying the requester with a permanent copy of the relevant Information. You may charge up to the relevant maximum fee regardless of the number of pages the information comprises.

However:

- if the health records in question fall into the second of the above two categories (that is, they are not exclusively electronic records and there is no intention to process them electronically), and
- they have been created or added to during the 40 days preceding the SAR

You must offer the requester the opportunity to inspect the manual Records free of charge, rather than being provided with a permanent Copy of them.

Further, please will you ensure that the records are in a format that I can understand as required by

paragraphs 21 and 32 of good Medical Practice. This should include expanding all acronyms, including reference ranges and where possible, referencing the guidance or other document that you have based any of your conclusions on and explaining any unusual terms.

Yours Sincerely

{Insert Name}