

# SAR (Subject Access Request)

Patients are entitled to view their medical records online. Alternatively patients have a legal right to apply for access to their health records (a fee may apply). This is known as a **Subject Access Request (SAR)**

To apply a patient must submit their request in writing and the request should be signed and dated by the applicant - [click here](#)  
It's a good idea to state the dates of the records when you apply.

Upon receipt of the request the Informatics Manager, Managing Partner or GP will decide whether a request can be approved (see situations where requests may be declined below)

## How quickly will we respond?

Under the Data Protection Act, requests for access to records should be met within 40 days, however, we would aim to respond **no later than 21 days** after their application is received and any relevant fee has been paid.

## Fees to access health records

**Data Protection (Subject Access) (Fees and Miscellaneous Provisions) Regulations 2000** sets out the fees a patient may be charged to view their records or to be provided with a copy of them. Fees range for £10 - £50

These are summarised below:

To provide copies of patient health records the maximum costs are:

- Health records held electronically: up to a maximum £10 charge.
- Health records held in part electronically and in part on other media (paper, x-ray film): up to a **maximum £50 charge**.
- Health records held totally on other media: **up to a maximum £50 charge**.

## Situations where health information may be limited or denied

The Data Protection (Subject Access Modification) (Health) Order 2000 enables the data controller to limit or deny access to an individual's health record where:

- the information released may cause serious harm to the physical or mental health or condition of the patient, or any other person, or
- access would disclose information relating to or provided by a third person who has not consented to that disclosure **unless**:
- The third party is a health professional who has compiled or contributed to the health records or who has been involved in the care of the patient.

- The third party, who is not a health professional, gives their consent to the disclosure of that information.
- It is reasonable to disclose without that third party's consent