

**BIDDULPHDOCTORS  
BIDDULPH PRIMARY CARE CENTRE  
WHARF ROAD  
BIDDULPH  
STAFFORDSHIRE  
ST8 6AG**

**HOW DO I ACCESS MY HEALTH RECORDS?**

Under the General Data Protection Regulation (GDPR), you have a legal right to access your health records. This could be in permanent form (e.g. on paper) or your access rights may be met by the Practice providing the facility for you to view your record without obtaining a copy

You have the right to have the information provided in an illegible format (explained where necessary, e.g. medical abbreviations)

Individuals wishing to exercise right of access should:

- ✓ Make an application to the Practice Manager either in writing (by completing an Application for Access to Medical Records form).
- ✓ Provide sufficient information to enable the Practice to confirm your identity

**CHARGES**

Under GDPR (Fees and Miscellaneous Provisions) no fee is payable

**HOSPITAL RECORDS**

As well as having a copy of your health records, the surgery will also have a summary of any hospital tests or treatments that you have had. Any hospitals where you have had tests or treatment will also hold records

To see your hospital health records, you will have to contact the Hospital Trust where you were seen/received treatment

**POWER OF ATTORNEY**

Your health records are confidential, and members of your family are not allowed to see them unless you give them written permission, or they have power of attorney

A lasting power of attorney is a legal document that allows you to appoint someone to make decisions for you, should you become incapable of making decisions yourself

The person you appoint is known as your attorney. An attorney can make decisions about your finances, property, and welfare. It is very important that you trust the person you appoint so that they do not abuse their responsibility. A legal power of attorney must be registered with the Office of the Public Guardian before it can be used