

Data protection

# Access to your medical records

## How can you see the information we hold about you?

The General Data Protection Regulations gives patients the right to apply for access to their own records held either on computer or on paper.

If you are receiving treatment you may arrange to discuss your records informally with your doctor or health professional. Alternatively, you can write to the Data Protection Office.

## Why might I want to look at my health records?

You might want to know more about the treatment that you have had or check information about you is correct. It is your choice whether to look at them or not. There may be a charge to do this.

## How can I see my health records?

You can see your records and if you wish, you can get a copy. You do not have to see or get a copy of all your records, you can ask for parts of them. You will have to give information to help identify which parts you want to see.

If you ask a member of NHS staff who is providing your care, they may show you your records or ask you to come back to do this. However, staff do not have to show you your records unless you ask to do this formally in writing.

You will have to provide formal identification before records may be released.

## How to request access to your medical records

Requests need to be made in writing or by completing an Application to Access Health Records Form.

A copy of the form is available from the Data Protection Office, Medical Records or on the hospital's website:-

<http://www.kgh.nhs.uk/about-us/freedom-of-information/data-protection/>

## How can I access records of a deceased person?

If you are asking to see the records of person who has died, you can do so under the Access to Health Records Act 1990 but you will need to prove that you are the person's personal representative or that you have a claim resulting from the death.

## How much does it cost?

Copies of records are provided free of charge.

## What if I am not happy about the way my application to see my health records has been handled? What can I do?

Any complaints about our handling of your request should in the first instance be addressed to:

Information Governance Manager  
Kettering General Hospital NHS Foundation Trust  
Rothwell Road  
Kettering  
NN16 8UZ

[E-Mail: dataprotection@kgh.nhs.uk](mailto:dataprotection@kgh.nhs.uk)



You are also free to approach the Information Commissioner who has the responsibility for ensuring organisations comply with the Data Protection Act:-

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## Contact Information

### Medical Records Data Protection Office

Kettering General Hospital NHS Foundation Trust  
Cytringan House  
Robinson Way  
Telford Way Industrial Estate  
Kettering  
Northamptonshire  
NN16 8PT

[E-Mail: dataprotection@kgh.nhs.uk](mailto:dataprotection@kgh.nhs.uk)

Tel: ☎ 01536 491526/492412

Fax: 01536 485431

### Complaints

Information Governance Manager  
Kettering General Hospital NHS Foundation Trust  
Rothwell Road  
Kettering  
NN16 8UZ

If you need this information in another format or language, please telephone ☎ 01536 492510.

Further information about the Trust is available on the following websites:  
KGH - [www.kgh.nhs.uk](http://www.kgh.nhs.uk) | NHS Choices - [www.nhs.uk](http://www.nhs.uk)

