

Identity Checklist for Subject Access Requests

Purpose

The purpose of this checklist is to define the documentation required to verify requests for access to health care records.

Subject Access Requests

Individuals have the right to apply for access to their health care records and, in some cases, information held about other people under the following legislation:

- Data Protection Act (1998)
- Access to Health Records Act (1990)
- Access to Medical Reports Act (1988)

The requester should provide enough proof to satisfy the Trust of their identity and enable the information required to be located. If insufficient information is provided then further proof from the requester will be required.

Identity Checklist

Please provide 1 form of photographic proof of identity and 1 proof of address.

If no photographic proof of identity is available then please provide 1 from the list of other identity documents and 2 from proof of address.

Photographic proof of identity

- Passport (any current and valid passport)
- Driving Licence (current licence, full or provisional)

Proof of address (must be dated within the last 3 months)

Print outs of online statements/bills is acceptable

- Bank or building society statement
- Bank or building society account opening confirmation letter
- Benefit Statement, e.g. Child Benefit, Pension
- Credit card statement
- Council Tax statement
- Financial statement, e.g. pension or endowment

- Mortgage statement
- Utility Bill (not mobile telephone bill)

Other identity documents

- Adoption Certificate
- Birth Certificate (full version only, the short version will not be accepted)
- EU National ID card
- Marriage/civil partnership certificate
- HM Forces ID card
- Work permit or visa

The additional documentation is also required in the following circumstances:

A request from a parent/guardian of the patient must include proof of parental responsibility

- Birth Certificate of the child (full version only, the short version will not be accepted)
- Court order of parental responsibility

A request from someone acting on behalf of the patient

- Written consent from the patient
- Power of attorney for health and welfare (power of attorney for property and financial affairs will not be accepted)
- Deputyship under the Mental Capacity Act

A request from a personal representative for a deceased patient (one of the following)

- Copy of the Last Will & Testament naming you as executor
- Solicitor letter granting executor status
- Grant of probate

A request from any person with a claim arising from the death of a person

- Evidence of a claim arising from the death of a person (e.g. letter from Solicitor)