

Provision of Information to Third Parties

The practice may share your personal information with other NHS organisations where this is appropriate for your healthcare.

In other circumstances we may approach you for specific consent to release personal information to third parties.

Information will not normally be released to other family members without written patient consent.

In some circumstances there are statutory or ethical obligations to disclose information to others (such as public health issues) which may not require your consent; however you may be consulted about these in advance.

All staff have access to your medical and personal details which is required in relation to their roles, and have completed confidentiality agreements.

Access—Data Subject

Data Protection Act 2018 along with GDPR May 2018, specifies the rights of access of the Data Subject.

All requests for access must be in writing on a Data Access form which will be provided on request.

The form must be fully completed.

Usually, we will comply with your request without delay and at the latest within one month. Where requests are complex or numerous, we may contact you to inform you that an extension of time is required. The maximum extension period is two months. Where an application is declined, a reason will be given. In some circumstances, some parts of your record may be withheld.



Access to Medical Records, and Data Protection

**Lantern Health CIC
Carpenters Site
236 – 252 High Street
Stratford E15 2JA
Tel: 020 8534 8057 Fax: 020 8534 8078**

Making an Access Request

- **Read this leaflet carefully**
- Ask at reception for an access form entitled Application to Access Medical Records Form.
- Ensure that the form is fully completed, using a separate sheet of paper if necessary and return it.
- **Your request will be considered and you will be advised of the decision within 21 days. There is no facility for immediate access.**

Send the application to:

Network Manager

Lantern Health Carpenters Site

236 – 252 High Street

Stratford E15 2JA

Or email

lanternhealth.operations@nhs.net

Terms Used

Data Controller: This is the controller of the data and the system, as defined in Data Protection Act 2018 along with GDPR May 2018. In this case the Controller is the Business Manager.

Data Subject: This is the person whose image is within the system, and who has rights of access as determined under the Data Protection Act 2018 along with GDPR May 2018.

Third Party: A person or body other than the Data Subject who requests access, or to whom an image may be provided.

Deceased Records: Covered by the Access to Medical Records Act 1990 for:

The personal representative of the person who has died

Any person who may have a claim resulting from the person's death

Complaints

These must be in writing and addressed to the Network Manager.

Where the complaint is by a third party, and the complaint or enquiry related to someone else, the written consent of the Data Subject is required. Where this is not possible full justification must be given.

All complaints will be acknowledged within 3 days, and a response provided within 10 days. If there is any delay on this you will be informed.