

# **Alpine House Surgery**

## **Making a Subject Access Request (SAR)**

### **Introduction**

The Data Protection Act 1998 gives every living person (or authorised representative) the right to apply for access to their health records.

### **To make a request**

A request for your medical health records held at **Alpine House Surgery** must be made in writing (e-mails accepted) to the data controller who is:

**Laura Newbold**

Please contact the practice for alternative methods of access if you are unable to make a request in writing. You can apply using an Application for Access to Medical Records Form available from reception if you wish.