



ACCESS TO YOUR PERSON IDENTIFIABLE RECORDS (PID)

GDPR 2016 specifies the rights of access to your data. All requests for access must be made in writing, where possible through the completion of this form. If you wish to see your records, please complete the sections below. Please kindly indicate if you require a copy of your entire record or a section of it or just wish to view your records. On completion:

- 1) Please leave this request with our Finance and Admin Officer and we will copy your records for you or arrange a time for you to view your records.
- 2) Copies requested will be ready to collect usually within three weeks

A response will be provided as soon as possible, and in any event within 10 working days. Where an application is declined, a reason will be given. In some circumstances, some records may be withheld; should this be the case, reasons will be provided. For more information relating to PID records and how to access them please visit:

If you require support please ask to speak to our Finance and Admin Officer on 01424 456 608. ***A copy of our Health and PID Records Management Policy is available upon request.***

APPLICATION FOR ACCESS TO PID RECORDS GDPR Subject Access Request

Details of the Records to be provided:

Name (full):	
Date of Birth:	
Detail of access / records requested:	

YOUR SIGNATURE.....

DATE.....

Internal use only:	
Team Lead	CEO.....