



Access to Health Records

If you have not yet had your test results or clinical information discussed with you, please contact your referring clinician to arrange an appointment

Patients or their nominated representative have the right to access and receive a copy of their health records; this is commonly referred to as a Subject Access Request or 'SAR'.

A health record may include both electronic and paper records such as:

- Handwritten clinical notes
- Letters to and from other health professionals
- Laboratory reports
- Radiology and other imaging records such as x-rays, scans, and printouts from monitoring equipment

In accordance with Information Commissioners Office (ICO) guidance, Sulis Hospital Bath perform a 'serious harm test' on all health records prior to release to ensure that there is no information contained within the records which may cause patients' harm, or that any such information has already been shared with the patient.

If you would like a copy of your health records, we ask that you please complete the following Subject Access Request form in order that we can process your request as quickly and efficiently as possible.

There are some instances when access to health records may be denied, these are:

- Where the access would disclose information relating to, or provided by a third person
- The patient has noted that they did not wish access to be given to a representative
- Where requests are made in the exercise of functions under the Mental Capacity Act 2005, access can be denied to information which is not necessary for the purpose of making a personal welfare decision or which is beyond the scope of the authority
- Where the information released may cause serious harm to the physical or mental health, or condition of the patient, or any other person

For more information on exemptions, you can visit the Information Commissioners Office (ICO) website [here](#)



SAR form 2025.docx

Please return this completed form to: SARS@sulishospital.com or via post to:

SARS
c/o Medical Records
Sulis Hospital Bath
Foxcote Avenue
Peasedown St John
Bath
BA2 8SQ

In accordance with GDPR regulations, Sulis Hospital has **one calendar month** to complete the request; however, if the records are required sooner, please let us know and we will do our best to accommodate this.

Please note, if you have made a number of requests or your request is complex, Sulis Hospital may need extra time to complete your request, and this can take up to an extra two months to respond. If this is the case, we will let you know within one month that we need more time and the reasons why.