

### **Subject Access Acknowledgement**

Re: Request under the General Data Protection Regulation (GDPR)

I confirm receipt of your request for copies of health records.

The request will be processed under the General Data Protection Regulation (GDPR) legislation. The legislation allows the Trust one month from the point of receiving your valid request to provide access to the information. If the request is complex or numerous then we can extend the time frame by a further two months, you will be informed if this is necessary.

The Trust policy is to supply a PDF, via email of the information you have requested using Microsoft One Drive for Business which is a **Government approved** business platform that enables large documents to be shared.

Therefore, information will be sent by email to the address you have provided.

### **Subject Access Authorised Representative Acknowledgement**

Re: Request under the General Data Protection Regulation (GDPR)

Re: Name

I confirm receipt of your request for copies of health records in relation to XXX

The request will be processed under the General Data Protection Regulation (GDPR). The legislation allows the Trust one month from the point of receiving your valid request to provide access to the information. If the request is complex or numerous then we can extend the time frame by a further two months, you will be informed if this is necessary.

The Trust will also confirm in writing to the Data Subject that a request has been received from you in relation to their personal data.

The Trust policy is to supply a PDF, via email of the information you have requested using Microsoft One Drive for Business which is a **Government approved** business platform that enables large documents to be shared.

Therefore, please provide by email, confirmation of the email address you wish this information to be sent to.

### **AHRA Acknowledgement**

Dear

Re: Request under the Access to Health Records Act (AHRA)

Re: Name (Deceased)

I confirm receipt of your request for copies of health records.

The request will be processed under the Access to Health Records Act (AHRA) legislation. The legislation allows the Trust 40 days from the point of receiving your valid request to provide access to the information.

The Trust policy is to supply a PDF, via email of the information you have requested using Microsoft One Drive for Business which is a **Government approved** business platform that enables large documents to be shared. Therefore, please provide by email, confirmation of the email address you wish this information to be sent to.