



Information for Patients Regarding Data Protection and Requests for Access to Patient Notes

Version Number	Date Approved	Author	Next Review Date	Action
V1	Jan 2015	J Sager		
V2	Jan 2016	J Sager		
V3	Jan 2017	J Sager	Jan 2018	
V4	Nov 2017	J Sager	April 2018	Update for GDPR

BCOM Clinic complies with data protection and access to medical records legislation. Identifiable information about you may be shared with others in the following circumstances:

- To provide further medical treatment for you from your GP.
 - If you have been referred by your NHS GP, we will automatically write to your GP to tell them that you have attended a consultation and what our findings are. We will also automatically write to your GP when we discharge you.
 - If you are a private patient, we may write to your GP to provide further medical treatment for you.
- When we have a duty to others e.g. in child protection cases

Reception and administration staff may require access to your patient records in order to do their jobs. These members of staff are bound by the same rules of confidentiality as the clinical staff and students.

De-identified patient data may be used for clinical audit, research and teaching purposes. If you do not consent to the use of your data in this way, you may opt out at any time by speaking to a member of Clinic Reception.

Access to Your Records

In accordance with the Data Protection Act 1998 and Access to Health Records Act 1990, patients or their representative may request to see their BCOM patient records. Such requests should be made in writing to the Head of Clinic and may be subject to an administration charge, which may be up to £50. All requests for access to your records will be dealt with within 40 days of receipt of your request. No information will be released without patient consent unless we are legally obliged to do so. You may be asked to provide a copy of your passport or driving licence in order for us to verify your identity, and we will need your written consent if you wish to nominate a representative to make a request on your behalf.

We have provided a template on our website that you may wish to use to make a request for your records, but you are not obliged to use it. You may also request a copy of this template from Clinic Reception.

For further information or to make an access request, please contact:

Clinic Reception, British College of Osteopathic Medicine, 6 Netherhall Gardens, London, NW3 5RR

If you are not satisfied with how BCOM has dealt with your access request, please contact the Head of Clinic as detailed above. Appeals against the Head of Clinic's decision may be made in writing to the College Principal.