

Subject Access Requests

A2HR

Data Protection legislation gives individuals the right to request a copy of personal data that is held by the organisation. This is known as a Subject Access Request (SAR) and can be made by patients and members of staff.

Under the General Data Protection Regulations, which comes into force on the 25th May 2018 SARs will be **free**.

It is vital that the organisation responds to the requester immediately and provides a copy of the record within **28 days**.

Please ensure all requests are sent directly to the email address below to ensure processing of the request can begin immediately.



Access_to_Health_Records_Dept.ABB@wales.nhs.uk