



Freedom of Information and Access to Medical Records

Under the Freedom of Information Act (2000) Lighthouse Medical Practice is required to publish information regarding its activities. Lighthouse Medical Practice complies with the above act and has a publication scheme which is available for inspection from our Practice Manager.

The Freedom of information act:

- Provides a right of access to recorded information held by public authorities.
- Creates exemptions from the duty to disclose information.
- Establishes the arrangements for enforcement and appeal.

If you would like to make a Freedom of Information request, please read the following information and complete the form below.

1. Requests for information must be made in writing to the Practice Manager, Amanda Sayer.
2. Requests must state the applicant's full name and address.
3. The nature of the request must be explained in full e.g. if requesting medical records, the request must state whether it relates to a specific illness and dates or all medical notes.
4. Please check if the information that you are requesting is exempt from being disclosed (e.g. data covered by the Data Protection Act).



Information on exemptions can be found on various web sites including: <https://www.gov.uk/data-protection/the-data-protection-act>

5. For requests relating to individual notes, your GP will check that there are no references affected by the Data Protection Act which would need to be addressed. You can only access your own information and not that of any other individual.
6. The request will be answered within 20 working days.
7. Requests for medical records cost £15 (under the Data Protection Act) plus the costs of photocopies 50p per copy and postage. It is difficult for us to estimate costs and as many requests are processed and not collected you may be asked for a fee in advance.
8. All documentation will be posted to the applicant or collected by arrangement.

Patient's wishing to see a child's records

As long as the child agrees or he/she is too young to agree the patient can see the records if the GP is satisfied that this is in the child's best interest. Children under 16 can apply to see their records if they are considered to be old enough to understand.

Patient's wishing to see deceased relative's records

The relative has the rights under the Access to Health Records Act 1990 to see the non-computerised records made since November 1991. Normally these notes would have been returned by the Practice so the relative would need to apply to the Health Authority.



On Line Access to Medical Records

Once a patient is registered for EMIS Access, they are able to view certain aspects of their medical record online.

It is important to be aware that this access can be open to abuse with patients possibly experiencing coercion to share this access with others.

The practice has a responsibility to remind people that they should keep their passwords secure and safe, and that they do not have to share this access with anybody.

When a child reaches 16

It is important that as children grow up, they are able to become independent from their parents as far as their medical information is concerned.

Children will often have parental contact details on their records or have parents who can access their records online. This becomes inappropriate as they gain capacity to manage their own medical health.

We automatically remove access to online records. If they would like to continue viewing their records then they must re-register. This ensures that parents do not have automatic on-going access rights.

Updated June 2015 – Updated July 2016



Freedom of Information Act Information Request Form

Please note that there is a £15 administration charge plus a charge for any photocopying that needs to be done. You will therefore be contacted before the information is sent to you.

*Compulsory data required to action request

Name*

Address*

Contact telephone number:

Reasons for request*

Name or type of document*

Signature*

Date*

Please send to: Practice Manager, Lighthouse Medical Practice, 6 College Road, Eastbourne, BN21 4HY.