

## **MIDDLEWOOD LEAFLET FOR SUBJECT ACCESS REQUESTS**

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**This Leaflet explains how to make a Subject Access Request.**

### **1. WHAT IS A SUBJECT ACCESS REQUEST?**

The Data Protection Act 2018 and General Data Protection Regulations provide you, as a data subject, with the right to request a copy of the information that the Middlewood Partnership holds about you. You can make this request by submitting a subject access request to us.

### **2. HOW DO I SUBMIT A SUBJECT ACCESS REQUEST?**

You can submit a request to us in lots of different ways, but we'll ask if it's possible for you to complete our application form. The reason for this is that it makes it easier for us to make sure that we have all of the information that we need about who you are and what you'd like to see. If you speak to a member of our team, they can either provide you with the application form or direct you to an appropriate colleague.

Please do note that in order for us to process your request, you will need to provide proof of your identity.

### **3. HOW LONG WILL IT TAKE?**

Your request will be processed within 1 calendar month of us receiving your application and any supporting information that we need.

### **4. WILL I NEED TO PAY A FEE?**

As a general rule, the requested information will be provided free of charge.

We reserve the right to charge a 'reasonable fee' when a request is excessive, complex, manifestly unfounded or repetitive in nature. Any fee will be notified in advance and will be based on the administrative cost of providing the information.

### **5. WHAT IF I SPOT SOME INACCURATE INFORMATION?**

If you think that anything is inaccurate or incorrect, please inform the Practice Manager as soon as possible.

### **6. HOW TO MAKE A COMPLAINT**

If you are not happy with the way that Middlewood deals with your request for information, please contact the Practice Manager and request an internal review in the first instance.

If you remain unsatisfied with the actions taken by Middlewood, you can complain to the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk).