



Brent Centre for Young People

healthy minds, brighter futures.

Subject Access Request Form

All information requests will be assessed in accordance with Brent Centre for Young People's Confidentiality and Data Protection policies. Decisions regarding information requests will be provided within 30 days of a formal request being received.

In accordance with Brent Centre for Young People's Data Protection Policy patient data is not retained for longer than six years. The Brent Centre for Young People will not be able to respond to information requests pertaining to periods longer than six years.

Due to system changes, there may be limited information regarding patient data prior to 2022.

Please provide the following information to dataprotection@brentcentre.org.uk

Details of the person/agency requesting the information:

- Full Name:
- Role/ Agency:
- Relationship to the person whose data is being requested:
- Reason for requesting the data:

Individual whose data is being requested:

- Has the person consented to this request: Yes/ No
- Individual's Full Name:
- Individual's Date of Birth:
- Dates for the period of time the data request pertains to:
- Please let us know specifically what information is being requested. Please include as much detail as possible so we can effectively assess this request:
- Please provide the young person's contact details so that we can confirm that they have consented to this request.

Responding to a SAR:

Upon receipt of a valid SAR, the Brent Centre for Young People will:

Step 1: We aim to acknowledge receipt of your request in writing within 3 working days.

Step 2: The identity and authority of the requestor must be verified. The timescale for responding to a SAR does not begin until we have received the requested information.

(1) If you are requesting your own records: we require a government issued photo ID document such as passport or driving licence. If you are unable to provide this, we will work with you to identify you through an alternative method.

(2) If you are a third party making the request: it is the third party's responsibility to provide evidence of their authority. They should provide a written communication from the data subject that they have their consent to make the request. The Brent Centre for Young People may need to contact the data subject to confirm the request is legitimate as we do not hold copies of service user signatures.

Step 3: A clinician will review the records and decide what can be released under the Data Protection Act 2018.

Step 4: If you have requested your own records, we will invite you to attend a meeting to view the records with an appropriate representative; this would usually be a member of the clinical team involved with your care. This is an opportunity to speak to a clinician about anything which may be in your records. We will then give you a copy of your records:

- If information is copied to paper from the records, it should preferably be handed to you. If that is not possible, and the information has to be posted, we will send this via 'Royal Mail Special Delivery'.
- If requested electronically the information will be a scanned copy of the manual records and a PDF of any electronic records, sent either via encrypted email or as a password protected PDF with the password sent in a separate email. We will need to confirm the email address prior to sending anything, by sending a test email and telephoning you to confirm receipt.
- If you request, it is possible to provide a verbal response to your SAR, provided that your identity has been confirmed by other means.