

Statutory Subject Access Request (SAR) Letter Template

Formal Data Disclosure Notice under UK GDPR Article 15 and Data Protection Act 2018 (Section 45)

INSTRUCTIONS FOR APPLICANT: Complete all bracketed fields [LIKE THIS]. Send this formal letter via registered recorded delivery post or direct secure email to your GP Practice Manager, Hospital Trust Information Governance Department, or Data Protection Officer (DPO). Retain proof of postage/delivery to establish your strict 30-day statutory clock.

DATE OF REQUEST:	[DD / MM / YYYY]	APPLICANT NAME:	[YOUR FULL LEGAL NAME]
TO (DATA CONTROLLER):	[GP Practice / NHS Trust Name]	DATE OF BIRTH:	[DD / MM / YYYY]
RECIPIENT DEPT:	[DPO / Info Governance]	NHS NUMBER:	[XXX XXX XXXX]
RECIPIENT ADDRESS:	[Practice / Trust Address]	POSTAL ADDRESS:	[Your Full Postal Address]

FORMAL STATUTORY NOTICE OF REQUEST

RE: Formal Subject Access Request under UK GDPR Article 15 and Section 45 of the Data Protection Act 2018

Dear Data Protection Officer / Practice Manager,

Please accept this letter as a formal Subject Access Request (SAR) pursuant to Article 15 of the UK General Data Protection Regulation (UK GDPR) and Section 45 of the Data Protection Act 2018. I am exercising my statutory right to inspect and obtain a complete, unredacted copy of all personal data, medical records, diagnostic telemetry, and administrative correspondence held by your organization concerning me.

Under UK GDPR Article 15(3), these records must be provided **free of charge** in a structured, commonly used, and machine-readable digital format (or complete printed paper export where digital portal access is unavailable).

SPECIFIC CATEGORIES OF DATA REQUESTED

Data Category	Specific Scope & Records Requested	Statutory Ground
Primary Care EHR	Complete electronic health record (EMIS Web / SystmOne / Vision), including consultation notes, encounter entries, pathology results, immunization records, and historical GP summaries.	UK GDPR Art. 15(1)(a)
Secondary & Specialist Care	All hospital discharge summaries, outpatient clinic correspondence, multidisciplinary team (MDT) notes, referral letters, and specialist consultation records.	UK GDPR Art. 15(1)(a)
Radiological Telemetry	Full unredacted reporting text for all radiological scans (MRI, CT, X-ray, Ultrasound) PLUS raw DICOM imaging files exported via secure digital download or physical CD/DVD.	UK GDPR Art. 15(3)
Administrative Telemetry & Flags	All internal administrative email logs, electronic communication threads, computer-generated consultation warning flags, high-risk patient tags, and audit trail metadata.	UK GDPR Art. 15(1)
Data Transfers & Sync Logs	Logs of third-party data sharing, external database synchronizations (e.g., regional NHS ICB networks, £330M Federated Data Platform / Palantir Foundry nodes), and secondary processing disclosures.	UK GDPR Art. 15(1)(c)

STATUTORY DEADLINES & REGULATORY COMPLIANCE

STRICT 30-DAY STATUTORY COMPLIANCE DEADLINE (UK GDPR ARTICLE 12(3)):

Under Article 12(3) of the UK GDPR, you are required to respond to this request without undue delay and at the latest within **one calendar month (30 days)** of receipt. If identity verification is required, please contact me immediately. Be advised that failure to provide these records within the statutory timeframe without valid legal extension justification constitutes a formal statutory breach under the Data Protection Act 2018.

STATUTORY RESERVATION OF RIGHTS (UK GDPR ARTICLE 16)

Upon receipt and forensic examination of the requested health records, I reserve all statutory rights under **UK GDPR Article 16 and Section 100 of the Data Protection Act 2018** (Right to Rectification). Should the disclosed records contain factual inaccuracies, incomplete care entries, or administrative omissions—such as excluding confirmed radiologic structural findings (e.g., dural sac compression) from secondary referral summaries or inserting unverified speculative diagnostic labels—I will formally submit a binding **Statement of Contested Fact** to be appended permanently to my electronic health profile.

REGULATORY ESCALATION & ICO COMPLAINT PATHWAY

In the event of non-compliance, statutory deadline overflow, unjustified refusal, or incomplete record disclosure, this matter will be formally escalated to the **Information Commissioner's Office (ICO)** pursuant to Section 165 of the Data Protection Act 2018. The ICO holds statutory power to issue enforcement notices and financial penalties against non-compliant data controllers.

DECLARATION & SIGNATURE

I confirm that I am the data subject named above and am legally entitled to request these personal health records.

APPLICANT SIGNATURE: _____

DATE: [DD / MM / YYYY]

PRINT FULL NAME: [INSERT YOUR FULL NAME HERE]

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This document is an open-access, non-commercial public interest statutory template designed to protect patient data rights, support medical record transparency, and uphold UK GDPR compliance standards. Provided free of charge.