

# SHAY LANE MEDICAL CENTRE

## Data Subjects Rights - Annex I

Data subjects have the right to:

- Have access to data held on them using a Subject Access Request (SAR) process.
- Withdraw their consent to the use or sharing of data held on them by the Practice.

Subject Access Requests can be made either verbally or in writing by the subject. The Practice has a responsibility to confirm or reaffirm the identity of the subject prior to reviewing and releasing any data; any data released is subject to the following restrictions:

- Third party identifiers: any reference to third party individuals within the data help is to removed (redacted) prior to the release of the data.
- Information which may cause serious harm or distress to the subject must be removed (redacted)

Appendices:

1. Data Subjects Rights – Subject Access Request Form.
2. Data Subjects Rights – Subject Access Request Register
3. Data Subjects Rights – Guide for Staff.