

Subject Access Requests

Fees and Charges from 1st April 2010

The fees chargeable for subject access requests are determined, in the case of living individuals, by the Data Protection Act 1998 and the Data Protection (Subject Access)(Fees and Miscellaneous Provisions) Regulations 2000 and, in the case of deceased individuals by the Access to Health Records Act 1990.

The fee tables below show the fees the Trust will charge and are inclusive of VAT.

Subject Access requests for living individuals

Type of Record		Type of Access	Fee
Records held manually or part manually part electronically	Records that have not been created or added to in the 40 days preceding the request	To provide ACCESS ONLY with no request for copies of the information	£10.00. If copies are then requested as part of the same request this charge will be deducted from the charge made for copies of the record.
		To Provide ACCESS to AND COPIES of the record	£50.00 inclusive of any post and packing charges incurred. (Less than 25 sheets £20.00)
	Records created or added to within 40 days preceding the request	To provide ACCESS ONLY with no request for copies of the information	No charge
		To Provide ACCESS to AND COPIES of the record	£50.00 inclusive of any post and packing charges incurred.
	Completion of Insurance Claim Forms		£5.00
	Records held wholly electronically	Computerised records whenever created	To provide COPIES
	Computerised records created more than 40 days preceding the request	To provide ACCESS ONLY but no copy of the computerised record	£10.00. If copies are then requested as part of the same request this charge also covers provision of the copies.
	Computerised records created or added to within 40 days preceding the request	To provide ACCESS ONLY but no copy of the computerised record	No charge

Fees and Charges

Subject Access Requests for Deceased Individuals

Type of Record		Type of Access	Fee
Records held manually or part manually part electronically	Records that have not been created or added to in the 40 days preceding the request	To provide ACCESS ONLY with no request for copies of the information	£10.00. If copies are then requested as part of the same request this charge will be deducted from the charge made for copies of the record.
		To Provide ACCESS to AND COPIES of the record	£50.00 inclusive of any post and packing charges incurred. (Less than 25 sheets £20.00).
	Records created or added to within 40 days preceding the request	To provide ACCESS ONLY with no request for copies of the information	No charge
		To Provide ACCESS to AND COPIES of the record	No charge
Records held wholly electronically	Computerised records whenever created	To provide COPIES	£10.00 (including post and packing)
	Computerised records created more than 40 days preceding the request	To provide ACCESS ONLY but no copy of the computerised record	£10.00. If copies are then requested an additional £10.00 will be charged.
	Computerised records created or added to within 40 days preceding the request	To provide ACCESS ONLY but no copy of the computerised record	No charge
Completion of Insurance Claim Forms			£5.00