

**SUBJECT ACCESS INSURANCE REQUEST FORM**

**Please note:** Where the term "Data Subject" is used it refers to the person whom the information is being requested for.

**1. Details of person requesting the information**

Full Name: **Mr/Mrs/Miss/Ms**.....  
Address: .....  
.....  
..... Post Code: .....  
Tel No: ..... Mob No: .....  
Date of Birth: ..... Email: .....

**2. Are you the Data Subject?**

**3. Details of the Data Subject (if different to 1).**

Full Name: **Mr/Mrs/Miss/Ms** .....  
Address: .....  
.....  
..... Post Code: .....  
Tel No: ..... Mob No:.....  
Date of Birth:..... E-mail:.....

**4. Please describe your relationship with the Data Subject that leads you to make this request for information on them i.e. Mother, Father etc.**

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.....

**Continued overleaf**

5. **Please indicate the dates you are seeking together with any other relevant information. This will help to identify the information you require.**

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**Free of charge if you have been an in patient or out patient within the last 40 days.**

*The organisation is allowed to charge for each request. The current fee is £5.00 to cover locating information, copying and sending by Post. Please make cheques (do not send cash in the post) payable to:*

**BEDFORD HOSPITAL NHS TRUST.**

**Declaration to be completed by all applicants. Please note that any attempt to mislead may result in prosecution.**

I ..... certify that the information given on this application form to Bedford Hospital NHS Trust is true. I understand that it is necessary for the Bedford Hospital to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature: .....Date: .....

***Please note:*** *The period of 40 days in which the Hospital must respond to the request will not commence until it is satisfied upon these matters.*

Please return the completed form to: Rachel Williams  
Subject Access Officer  
South Wing Hospital  
Simon Whitbread House  
Kempston Road  
Bedford  
MK42 9DJ