**Subject access request**

Name and address of GP surgery

 Today’s date:

Dear Sir or Madam

**Patient Name**

**Date of birth**

**Telephone/mobile**

Please supply the personal data you hold about me, which I am entitled to receive under the General Data Protection Regulation (2018):

My **full medical records** held by the GP surgery on your computer/electronic notes system.

I need these in order for BRIGHTON TAXI MEDICALS to be able to perform a full medical examination.

I authorise and give my full permission for these notes to be sent in electronic format and emailed to

**records@brightontaximedicals.co.uk**

**I shall look forward to receiving these as soon as possible, and certainly no later than 28 days from the date of this application, as specified by the General Data Protection Regulation.**

If you do not normally deal with these requests, please pass this letter to your data protection officer or relevant staff member.

If you need advice on dealing with this request, the Information Commissioner’s Office can assist you. Its website is ico.org.uk, or it can be contacted on 0303 123 1113.

Yours faithfully

[Print name and signature]