

NHS Grampian Archives
Special Collections Centre
Sir Duncan Rice Library
Bedford Road
Aberdeen
AB24 3AA

✉ gram.archives@nhs.scot



DATA PROTECTION ACT 1998

REQUEST FOR ACCESS TO DATA RELATING TO A PERSON OTHER THAN THE APPLICANT

Please supply me with any personal health data that is held by the NHS Grampian Archives relating to the person named below and in the records of the hospital(s) referred to below. My name, address, etc are as follows:

Your Full Name:

Address:

Name of person whose personal health data is requested:

Your relationship to that person:

Hospital treated in:

Date of treatment:

Additional information to help us locate the data requested (optional):

Reason for making this application:

Signed:

Date:

N.B. If the person whose personal health data is requested is unable to give their consent (for example because they are deceased) then documentary proof of their inability (for example a death certificate) must be attached to this form. If they are able to provide consent, please ensure they complete the form overleaf. Proof of both your identity and that of the data subject are required. A list of acceptable forms of ID is included.

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Consent of person whose personal health data is requested

I agree that my personal health data should be disclosed to the applicant

Signed:

Date:

Name and address [please print]

It is a criminal offence to make false statements in order to obtain personal data.

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List of suggested proofs of identity and address

To be acceptable as proof of identity and/or address a document must be official and current. For personal applicants identity in photographic format will speed the validation process

Identity and Address

Driving Licence
Council Tax Bill
Passport
NHS medical card
Pension book

If you do not have any of the acceptable forms of ID and Address, you must provide one form of proof of your ID and one form of proof of your address from the lists below:

Identity

Aberdeen City Libraries
Borrower's Card
PRO ticket
University library card
NAS Reader's Ticket
CARN card
AA/RAC membership
Accord card
ALIS borrower's card
British library card
Bus/rail card
Credit card
Bank Cheque card
Pension entitlement card
Proof of age card

AND

**BOTH FORMS WILL BE
REQUIRED UNLESS
YOU CAN PROVIDE
PROOF OF BOTH ID
AND ADDRESS AS
NOTED ABOVE**

Address

Bank statement
Building Society statement
Family Allowance book
Giro cheque book
Official bill (less than 3
months old)
Rent book
Vehicle insurance
certificate