NHS
Hertfordshire
Partnership University
NHS Foundation Trust

Access to Deceased Service User Records

Records Management

as one

Our values
Welcoming Kind Positive Respectful Professional

Access to Deceased Service User Records

Please read the following information carefully:
The Access to Health Records Act 1990 grants rights to certain individuals to see what has been written about a deceased service user in a health record. This only applies to records made on or after 1st November 1991.

What is a Health Record?

These are records which have:

- Information relating to the physical or mental health or condition of an individual and
- Has been made by or on behalf of a health professional in connection with the care of that individual.

Who can have access?

Access may be given to the deceased service user's 'personal representative' (defined as being the legal representative granted by the Probate Office or Court) or to any other person who may have a claim following the service user's death.

In the case of a claim arising from the service user's death, we will only supply copies of records in relation to that claim. This is in accordance with the Access to Health Records Act 1990.

You will need to send documentation supporting your claim for access to the service user's records.

If the request is from the service user's personal representative, we will normally supply copies of health records which relate to recent treatment.

Are there any restrictions on access?

Yes, sometimes access may be denied if giving the information to the service user would be:

- Likely to cause serious harm to a person's physical or mental health or condition.
- If access would identify someone else not involved in the service user's care
- If it is considered that the service user would not have wished disclosure.

Is there a charge for access?

Yes, we charge the minimum fee of £10.00 per application. All cheques should be made payable to the Hertfordshire University Partnership NHS Foundation Trust and sent with the completed application form

How do I access the records?

You will need to provide two forms of identification which should be a copy of:

- Passport photograph page or
- Driving licence with photograph and
- Recent utility bill

Please send copies of the original documents only

The application form, along with copies of your identification and cheque, should be sent to:

- **Records & Access to Information Team**
  Hertfordshire Partnership University NHS Foundation Trust,
  99 Waverley Road
  St Albans.
  AL3 5TL

- Telephone: 01727 804707 or 01727 804228

We will write to you to confirm that we have received your application. It is important that you give as much information as possible about the records you want, so that your application is not delayed. When we are sure we have all the information needed to process your request, we will respond to you within 40 days.

Application Form

Access to Deceased Service User Records

In confidence

Please complete all sections of this form in BLOCK CAPITALS and black ink.

Surname:

Forename(s):

Date of birth:

Sex:

Current address:

Post code:

Telephone no:

Your relationship with the service user:

	Yes	No
I am the service user's personal representative and have attached confirmation of appointment in the form of letters of administration or grant of probate.	☐	☐

If not attached, please indicate the reason for this:

	Yes	No
I have a claim following the service user's death and have provided details of this claim below and attach documentary evidence. Please continue on page 7 if necessary.	☐	☐

Details of record to be accessed

Surname:

Forename(s):

Date of birth:

Sex:

Last address:

Post code:

Telephone no:

NHS number:

If the name of the person and /or address was different for the period(s) to which the application relates, please give details below:

Previous Address:

Previous surname:

Applicable dates:

Declaration

I declare that the information given in this form is correct to the best of my knowledge and that I am entitled to apply for access to these health records under the Access to Health Records Act 1990.

Full name of applicant:

Signature of applicant:

Date:

Address for reply:

Proof of identification must be included with your application in the form of photo identification, either: (Tick appropriate box)

Copy of passport ☐

Driving licence ☐

Recent utility bill ☐

If you do not have any of the above please contact 01727 804707

Further information

Please use the box below to provide any other relevant information that may help us to locate the information you require.

Hertfordshire Partnership University NHS Foundation Trust works toward eliminating all forms of discrimination and promoting equality of opportunity for all.

We are a smoke free Trust therefore smoking is not permitted anywhere on our premises.

www.hpft.nhs.uk

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