



County Durham  
and Darlington  
NHS Foundation Trust

Access to Health Records  
County Durham & Darlington NHS Foundation Trust  
Appleton House  
Lanchester Road  
Durham  
DH1 5XZ  
0191 372 8639

Email: [cdda-tr.accesstohealth@nhs.net](mailto:cdda-tr.accesstohealth@nhs.net)

Our ref: «CASE\_NO»  
Your ref: «SUMMARY»

**PRIVATE & CONFIDENTIAL**  
«TITLE» «FIRST\_NAME» «SURNAME»  
«ADDRESS1»  
«ADDRESS2»  
«ADDRESS3»  
«ADDRESS4»  
«POST\_CODE1» «POST\_CODE2»

12 December 2019

Dear «TITLE» «SURNAME»

Thank you for your request for a copy of health records.

In order to proceed with your request could you please send copies of identification documentation to the above address.

Identification documentation may consist of:

- a current passport
- a driving licence
- two utility bills (not mobile phone bill). These should be dated within the last 3 months.
- If you are applying on behalf of a child under the age of 13 please also provide a copy of a birth certificate and/or proof of parental responsibility / legal guardianship. Please bear in mind that if the child is over the age of 13 years old, and is considered to have the capacity to understand their rights we will require the child to apply for their medical notes rather than the parent.

\*\*\*\*PLEASE ONLY SEND COPIES OF ID DOCUMENTATION\*\*\*\*

If I can be of further assistance please do not hesitate to contact me on 0191 372 8639.

Yours sincerely

Access to Health Team  
University Hospital of North Durham

[www.cddft.nhs.uk](http://www.cddft.nhs.uk)

Access to Health, Appleton House, Lanchester Road, Durham, DH1 5XZ

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«POST\_CODE1» «POST\_CODE2»

Our ref: «CASE\_NO»  
Your ref: «SUMMARY»

Dear «TITLE» «SURNAME»

**Data Subject Access Request – Data Protection Act (2018)**

I write to acknowledge receipt of your request received on «ENQUIRY\_DT». The information was requested under the Data Protection Act (2018).

The Trust has 1 calendar month in which to respond to your request. Should there be any delay in providing the information requested within the deadline we will contact you explaining the reasons for the delay and when we expect to be able to provide the information.

In the meantime if you have any queries please do not hesitate to contact the department on 0191 372 8639. Or email to [cdda-tr.accesstohealth@nhs.net](mailto:cdda-tr.accesstohealth@nhs.net)

Yours sincerely

Access to Health Team

Your Ref: «SUMMARY»  
Our Ref: «CASE\_NO»

12 December 2019

***Strictly Private & Confidential***

***Data Subject Access Request – Data Protection Act 2018 or Access to Health Records Act***

You submitted a Data Subject Access Request on «ENQUIRY\_DT».

This is the information requested under the Data Protection Act (2018).

Any information released by the Trust to you is done so on a strictly confidential basis, and is not to be disclosed to any other parties.

I can confirm that the following information has been collated from the following sources;

- County Durham & Darlington NHS Foundation Trust Hospital Patient Notes
- County Durham & Darlington NHS Foundation Trust Accident & Emergency Records
- County Durham & Darlington NHS Foundation Trust Urgent Care/Out of Hours Records
- County Durham & Darlington NHS Foundation Trust Physiotherapy Records
- County Durham & Darlington NHS Foundation Trust Community Records
- County Durham & Darlington NHS Foundation Trust X-Rays

If x-rays have been supplied the password for the CD will be supplied under different cover.

Some information within these documents has been redacted, on the following basis:

- it would identify a third party
- the information is not personal to the patient
- it is information belonging to another person.

You may also find that there are blank pages. This is due to our Hospital Patient Notes being scanned as an electronic record. When printing it prints both sides of the document, one side may not hold any information and will therefore be printed as a blank sheet.

Yours sincerely

*Access to Health Team*