



THE
WALCOTE
PRACTICE
WINCHESTER'S PRIVATE GP

Subject Access Requests

You are entitled to request The Walcote Practice to provide you with access to, or copies of, some or all of your personal data held by the practice. You may also request information regarding different aspects of your personal data and how it is processed (please also see our Fair Processing Notice for further details).

You are able to make any such 'Subject Access Request' by any means using wording of your choice. If you prefer to use the wording on our template letter, please take a copy from this folder or ask for one at reception.

We will respond to your request as soon as possible. As we need to be certain of your identity before providing personal data, we may ask you to attend the practice in person with proof of ID before progressing your Subject Access Request.

We will aim to forward your requested information within one month of receiving all the details we need to process your request (such as proof of ID), however please be aware that there may be exceptions to this timescale.

If you would like further information, please contact or ask to speak with our Privacy Officer.

Thank you