



SUBJECT ACCESS REQUEST FORM

Personal information collected from you by this form, is required to enable your request to be appropriately processed, this personal information will only be used in connection with the processing of this Subject Access Request.

This form is only to be used when making application for access to personal data held by the CCGs of the Central Sussex and East Surrey Commissioning Alliance.

1. Details of the person requesting the Information:

Full Name:	Former Name(s):
Current Address:	Former Address (Inc. dates of change):
Date of Birth:	NHS Number: (if known)
Contact Phone Number (including area code):	E-mail address: (Optional)

2. Are you the Data Subject? (tick box that applies)

I AM the Data Subject and enclose evidence of my identity e.g. photocopy of driving licence, birth certificate, passport, marriage certificate.

I am NOT the Data Subject, but am acting on their behalf as their personal representative. I have written authority, which I enclose and evidence of their identity e.g. photocopy of driving licence, birth certificate, marriage certificate, passport.

I am NOT the Data Subject, but I am acting on their behalf as their parent or legal guardian and enclose evidence of their identity e.g. photocopy of birth certificate, passport.



3. Details of the Data Subject (if different to 1.)

Full Name:	Former Name(s):
Current Address:	Former Address (Inc. dates of change):
Date of Birth:	NHS Number: (if known)
Contact Phone Number (including area code):	E-mail address: (Optional)

4. Describe the specific information you are requesting: please provide as much detail as possible, such as relevant dates, references etc.

5. Declaration

I declare that the information given by me is, to the best of my knowledge correct and that I am entitled to apply for access to the information referred to above, under the terms of the General Data Protection Regulation and the Data Protection Act 2018.

Signature:	Date of request:
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Please send your request addressed to the Information Governance Manager at:

CSESCA.SAR@nhs.net

Brighton and Hove CCG

Hove Town Hall,
Norton Road, Hove,
BN3 3AH

High Weald Lewes Havens CCG

36-38 Friars Walk
Lewes, BN7 2PB

Horsham and Mid-Sussex / Crawley CCG

CCG Headquarters, Lower Ground Floor,
Crawley Hospital, West Green Drive,
Crawley, RH11 7DH

East Surrey CCG

Tandridge District
Council Offices, 8
Station Road,
Oxted, RH8 0BT

Information:

Once the relevant CCG of the Central Sussex and East Surrey Commissioning Alliance has all the required information your request should be complied with within one month. In exceptional circumstances where it is not possible to comply within this period you will be informed of the delay and given a timescale for when your request is likely to be met, up to two further months.

In certain circumstances, data protection legislation allows organisations to withhold information requested under a SAR, for example

- Information likely to cause serious harm to the physical or mental health or condition of you, or any other person.
- Information relating to or provided by a third party. This exemption does not apply where that third person is a health professional involved in care of a patient.