

Request to access: Personnel Records

Held by the Royal Devon & Exeter NHS Foundation Trust under the:

DATA PROTECTION ACT 2018

IF YOU ARE THE EMPLOYEE APPLYING TO SEE YOUR OWN PERSONNEL RECORD YOU SHOULD COMPLETE SECTIONS 1, 3, AND PROVIDE THE DOCUMENTATION REQUESTED IN SECTION 5

IF YOU ARE APPLYING FOR ACCESS TO SOMEONE ELSE'S PERSONNEL RECORD YOU SHOULD COMPLETE SECTIONS 1, 2, 3, 4, AND PROVIDE THE DOCUMENTATION REQUESTED IN SECTION 5.

1 DETAILS OF PERSONAL DATA REQUIRED:

Mr / Mrs / Miss / Ms

Surname Forename(s)

Address

.....

Daytime telephone number Date of Birth

Please give details of your place of work:

Hospital

Department

Line Manager

Are you a current employee? YES / NO (please delete as applicable)

If NO – please provide leaving date

Please specify information required

.....

(please state month/year if possible)

2 DETAILS OF APPLICANT:

Please complete this section if you are **NOT** the employee as detailed in Section 1 above

Mr / Mrs / Miss / Ms

Surname Forename(s)

Address

.....

Daytime telephone number (if known)

3 DECLARATION:

I declare that the information given by me on this form is correct to the best of my knowledge and that I am entitled to apply for access to the personal data detailed in Section 1 under the terms of the Data Protection Act 2018:

I am: *(please delete as applicable)*

- 1. the employee referred to in Section 1
- 2. the person who has been asked to act on the employee’s behalf, by the employee, who has signed Section 4 below.

Signed Date

4 AUTHORISATION:

This section should be completed and signed by the employee, to authorise the person identified in Section 2 to act on their behalf.

I hereby authorise the Royal Devon & Exeter NHS Foundation Trust to release personal data detailed in Section 1 to

.....
(name of applicant in block letters)

Signed
(signature of employee)

5 DOCUMENTATION REQUIRED:

- Employees requesting access, please provide a copy of one of the following to confirm your identity:

Driving Licence	Passport	Birth Certificate
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- A person who has been asked to act on the employees behalf, please provide a copy of one of the following for BOTH yourself AND the employee:

Driving Licence	Passport	Birth Certificate
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**WHEN COMPLETE, THIS APPLICATION FORM SHOULD BE RETURNED TO:
Information Governance Support Team, Area Q, Level 1,
Royal Devon & Exeter Hospital (Wonford), Barrack Road, Exeter, EX2 5DW.**