



GUILDOWNS GROUP PRACTICE

SUBJECT ACCESS REQUESTS

Should you require access to the data we hold about you, then a request must be made in writing addressed to the Operations Manager who coordinates Subject Access requests on behalf of the Data Protection Officer.

Please address your request to;

Mr J. Southern
Operations Manager
Guildowns Group Practice
91-93 Wodelands Avenue
Guildford
Surrey
GU2 4YP

We will then write to confirm receipt. We endeavor to complete Subject access requests within one month from receipt, if this is not possible we will advise you of this. You will be required to provide identification before we release any information.

If you have any queries in relation to Subject Access Requests please email the Operations Manager via guildowns.practice@nhs.net or by calling 01483 409309

The Data Protection officer is Dr Colin Oh who can be contacted by email guildowns.practice@nhs.net or by calling 01483 409309

You have the right to complain to the Information Commissioner's Office, you can use this link <https://ico.org.uk/global/contact-us/> or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate) There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website)