

Consent form
(Releasing health records under the Data Protection Act 2018)

About this form

In order to proceed with your claim, your solicitor may need to see your health records. Solicitors usually need to see all your records as they need to assess which parts are relevant to your case. (Past medical history is often relevant to a claim for compensation.) Also, if your claim goes ahead, the person you are making the claim against will ask for copies of important documents. Under court rules, they may see all your health records. So your solicitor needs to be familiar with all your records.

Part a – your, the health professionals’ and your solicitor’s or agent’s details

Your full name <i>Include Forename, Middle Name, Surname, Previous Surname when attended hospital</i>	
Sex	
Hospital number or CHI (community health index) number (if known)	
Your address/ address when you attended hospital (if different):	
Date of Birth:	
Date of Incident	
Solicitor’s or agent’s name and address:	
GP’s name and address (and phone number if known):	
Name (and address if known) of hospital(s) you went to in relation to this incident :	
If you have seen any other person or organisation about your injuries (for example, a physiotherapist) or have had any investigations (for example, Xrays) please provide details:	

Part b – your declaration and signature

Please see the ‘Notes for the client’ over the page before you sign this form.

To health professionals

I understand that filling in and signing this form gives you permission to give copies of all my GP records, and/or any hospital records (delete words which do not apply) relating to this incident, to my solicitor or agent whose details are given above. Please give my solicitor or agent copies of my health records, in line with the Data Protection Act 2018, within 1 month from the day after receipt of this request.

Your signature:

Date:

Part c – your solicitor’s or agent’s declaration and signature

Please see the ‘Notes for the solicitor or agent’ over the page before you sign this form.

To health professionals

I have told my client why particular parts of his or her health records are needed. I confirm that I need the full/part (Specify which.....) records in this case from (Specify dates.....). I enclose the authorised fee for getting access to records.

Solicitor’s or Agent’s
Signature:

Date:

Notes for the client

Your health records contain information from almost all consultations you have had with health professionals. The information they contain usually includes:

- why you saw a health professional;
- details of clinical findings and diagnoses;
- any options for care and treatment the health professional discussed with you;
- the decisions made about your care and treatment, including evidence that you agreed; and
- details of action health professionals have taken and the outcomes.

By signing this form, you are agreeing to the health professional or health establishment named on this form releasing copies of your health records to your solicitor or agent. During the process your records may be seen by people who are not health professionals but they will keep the information confidential.

If you are making, or considering making, a legal claim against someone, your solicitor will need to see copies of all your GP records, and any hospital records made in connection with this incident, so he or she can see if there is anything in your records that may affect your claim. Once you start your claim, the court can order you to give copies of your health records to the solicitor of the person you are making a claim against so he or she can see if any of the information in your records can be used to defend his or her client.

If you decide to go ahead with your claim, your records may be passed to a number of people including:

- the expert who your solicitor or agent instructs to produce a medical report as evidence for the case;
- the person you are making a claim against and their solicitors;
- the insurance company for the person you are making a claim against;
- any insurance company or other organisation paying your legal costs; and
- any other person or company officially involved with the claim.

You do not have to give permission for your health records to be released but if you don't, the court may not let you go ahead with your claim and, in some circumstances, your solicitor may refuse to represent you. Once your solicitor has received your records it is wise for you to check your records yourself both to remind yourself of their content and to check accuracy. You can do this by arranging to view them at the solicitor's office. If there is very sensitive information in the records, that is not connected to the claim, you should tell your solicitor. They will then consider whether this information needs to be revealed. The solicitor will destroy any copies of the record apart from the file copy. If you wish to retain a copy you will need to make arrangements with your solicitor. If you change solicitor you should arrange for the copies to be passed to your next solicitor.

Notes for the solicitor or agent

Before you ask your client to fill in and sign this form you should explain that this will involve his or her full health records being released and how the information in them may be used. You should also tell your client to read the notes above.

If your client is not capable of giving his or her permission in this form, this form should be signed by someone who has: Welfare power of attorney to act for your client; or has a Guardianship Order.

If you find out at any stage that the medical records contain information that the client does not know about (for example, being diagnosed with a serious illness), you should discuss this with the health professional who provided the records.

Unless your client agrees otherwise, you must use his or her health records only for the purpose for which the client signed this form (that is, making his or her claim). Under the Data Protection Act 2018, you have responsibilities relating to sensitive information. The entire record should not be automatically revealed without the client's permission. You should not keep health records for any longer than you need them. You should return copies to the client at the end of the claim if they want them. Otherwise you are responsible for destroying copies securely.

Notes for the medical records controller

This form shows your patient's permission for you to give copies of his or her full GP record, and/or any hospital records relating to this incident, to his or her solicitor or agent. You must give the solicitor or agent copies of these health records unless any of the exemptions set out in Schedule 3, Part 2 of the Data Protection Act 2018 apply. The main exemptions are that you must not release information that:

- is likely to cause serious physical or mental harm to the patient or another person; or
- relates to someone who would normally need to give their permission (where that person is not a health professional who has cared for the patient).

Your patient's permission for you to release information is valid only if that patient understands the consequences of his or her records being released, and how the information will be used. The solicitor or agent named on this form must explain these issues to the patient. If you have any doubt about whether this has happened, contact the solicitor, agent, or your patient.

If your patient is not capable of giving his or her permission, this form should be signed by someone with: 'Welfare power of attorney' to act for your patient; or a Guardianship order.

Originals should only be sent if required by a Court Order. In all other circumstances photocopies should be sent.

You may not charge a fee for producing the requested records unless:

Requests from a data subject are manifestly unfounded or excessive, in particular because of their repetitive character; or

Requests for further copies of the same information are made. Such cases allow the controller to charge a *reasonable fee* based on administrative costs.

The BMA publishes detailed advice for doctors on giving access to health records. You can view that advice by visiting <https://www.bma.org.uk/advice/employment/fees/medical-records>.