



Application reference number: (office use only)

Please complete the following details in full for the Data Subject: *[the patient]*

Surname: Forenames(s):

Maiden / previous surnames: Date of birth:

Address:

..... Postcode:

Telephone number: Email address:

Description of information required (to include date and location of Ambulance attendance):

.....
.....
.....
.....
.....

Additional details (such as relevant dates, contact names, references, where treated etc):

.....
.....
.....
.....

Please complete this section if you are applying on behalf of the Data Subject

Surname: Forenames(s):

Address:

..... Postcode:

Telephone number: Email address:

Relationship to Data Subject:

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

Please confirm in what capacity you have signed by ticking the appropriate scenarios below:

☐

I am the Data Subject

☐

I have been asked to act by the Data Subject and attached the Data Subject's written authorisation

☐

I am the parent / legal guardian of the Data Subject and have parental responsibility

☐

The Data Subject is over 13 years of age. I am their legal representative and making this application as they are incapable of understanding the request. The Data Subject has consented for me to make this request and their written authorisation is attached

Signature of applicant:

Date of application:.....

Please note: if you are making an application on the behalf of someone else we require evidence of your authority to do so i.e. personal authority, court order etc.

Please return this form, marking the envelope 'Confidential', together with proof of identity (see below) to:

Patient Experience Team
South East Coast Ambulance Service NHS Trust
Ambulance Headquarters
Nexus House
Gatwick Road
Crawley RH10 9BG

Please include with your application:

- Suitable proofs of identify (e.g. photocopy of passport, birth certificate, utility bills showing name and address).

Please note: It is a criminal offence to make false or misleading statements in order to obtain information.