



## ACCESS TO PERSONAL INFORMATION

You have a right under the General Data Protection Regulations and the Data Protection Act to access/view information the Practice holds about you, and to have it amended or removed should it be inaccurate. This is known as 'the right of subject access'. If we do hold information about you we will:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it could be disclosed to; and let you have a copy of the information in an intelligible form.

If you would like to make a 'subject access request', Please contact the Practice Manager in writing.

Any changes to this notice will be published on our website and on the Practice notice board.

The Practice is registered as a data controller under the General Data Protection Regulations and the Data protection Act. The registration number is and can be viewed online in the public register at:

[http://ico.org.uk/what we cover/register of data controllers](http://ico.org.uk/what_we_cover/register_of_data_controllers)