

Request to access: Personnel Records

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

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**

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**

**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.**