

SALISBURY  
New Street Chambers  
15, New Street  
Salisbury SP1 2PH  
01722 324343

info@thesalisburypractice.co.uk  
www.thesalisburypractice.co.uk

the  
salisburypractice

STOCKBRIDGE  
3, Clarendon Terrace  
High Street  
Stockbridge SO20 6EY  
01264 811660

info@thesalisburypractice.co.uk  
www.thesalisburypractice.co.uk

## **Making a 'Subject Access Request' Or... asking to see the information we hold about you.**

All adults (and Children aged 12 and over) have a right to ask to see all of the personal information we have about them, including any clinical or health records their Practitioner has written.

If you would like to see any of the information we hold about you, please just ask any member of our team by email, on the telephone or in person. You do not need to use a special form or write a formal letter. We will need a clear indication of what it is you would like to see in particular. Your Therapist/Practitioner will then be made aware of your request, along with our Data Controller (Steve Holmes). We will always respond to your request in writing within 40 days although we may require proof of your identity before doing so.

To read more about your legal rights about this, which are upheld by the Data Protection Act, please visit <https://ico.org.uk> and search for 'subject access request'

Thank you

Steve Holmes  
The Salisbury Practice Ltd.

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