

# Subject access request

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If you want to ask us for information which we may hold about you personally then this will be dealt with under the Subject Access Provisions of the Data Protection Act 2018 (DPA) in line with the General Data Protection Regulation (GDPR).

Subject access is one of the main components of GDPR.

It gives people the right to request access to their personal information.

This would include information relating to employment and training records or anything which is limited to you as a person, employee or partner of any kind. For example, you might want to obtain:

- reference requests;
- additional commentary relating to yourself; or

Please specify the kind of information you wish to be made available to you and any time periods involved, and ensure that you include proof of identity. As the data controller, we need to ensure that the request is actually from the data subject concerned. Proof of identity will usually consist of a copy of a formal document or bill with your name and address on it or your driving licence or passport.

If your request relates to other personal information, we may reasonably require further information from you in order to locate the information you are seeking.

This means that where there are very general and wide requests for data, it may be reasonable for us to ask you for some further information to enable the data to be located.

For example, if a request is made for "all information relating to myself" it may be reasonable to require details of a specific time period or to ask if the data requested is in relation to a specific incident, project or other issue, to enable those records to be located.

Failure to provide this additional data may result in a delay with processing your request.

Under GDPR we have up to one month to provide the information you ask for. Please note though, that we are unable to begin processing your request until proof of ID is received.

Where subject access requests are complex, HEE is able to extend the response period by a further two months. Where this is the case, HEE will inform you of our intention to extend the deadline and outline our reasons for doing so.

There may be some circumstances, where an exemption is applicable under GDPR, when we will not be able to provide you with the information that you have requested. It is also the case that we will not have to provide you with any information that might identify any other individual unless that person agrees.

If you are unhappy with any aspect of the way in which we deal with your Subject Access Request, you may complain in writing to the Information Commissioner at:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

If you wish to make a Subject Access Request please email your request to us at [dpa@hee.nhs.uk](mailto:dpa@hee.nhs.uk) [6].

## **Trainee interview feedback**

We are working on a number of ways to improve the working lives of doctors in training. We are therefore introducing a new standard for receiving feedback about specialty interviews.

As a trainee doctor you may wish to receive feedback with regard to your specialty interview. You will be able to obtain this information free of charge via the appropriate specialty recruitment office.

Requests for any additional information will be treated as Subject Access Requests.

In order to process your request quickly and efficiently we will need as much information as possible to help with responding to your request.

If the information that you require relates to an interview, we will need to know:

- The date of your interview
- The location of your interview
- What your interview was for
- The type of information you are requesting

We will endeavour to respond as soon as possible and within a maximum of one month, but please note feedback requests will not be processed until after the interview outcomes have been released for the specialty; in some cases this may take the response time over the one month timescale.

Feedback will normally consist of total interview score and the score required to be eligible to receive an offer.

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### **Links**

[1] <https://www.hee.nhs.uk/our-work>

[2] <https://www.e-lfh.org.uk/>

[3] <https://www.healthcareers.nhs.uk/>

[4] <https://www.hee.nhs.uk/news-blogs-events>

[5] <https://www.hee.nhs.uk/about>

[6] <mailto:dpa@hee.nhs.uk>