



<b>Sunbeam House Services Policy Document</b>	<b>Policy Title: Access to Personal Records Policy</b>
	<b>Effective Date: 01 September 2014</b>

## Document Control

Policy Title	Access to Personal Records Policy
Policy Number	081
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## Version Control

Version Number	Owner	Description	Circulation
1.0	MD	Review	Managing Director

Policy No. 081	Revision: 1.0
Page 1 of 2	Department: 002
Full Policy ID Number : 008.081.1.0	



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## **1.0 POLICY:**

This policy is to be applied for

- Sunbeam House Services, its Board and Management

## **2.0 SCOPE:**

This Policy applies to all individuals supported by Sunbeam House Services, their families and advocates, staff of Sunbeam House Services and Clinical practitioners for the access of individual personal records.

## **3.0 ROLES & RESPONSIBILITIES:**

All staff working in SHS are responsible for complying with this policy. It is responsibility of the Senior Management Team to ensure compliance with this policy.

## **4.0 ACCESS**

Access can only be granted by the Managing Director and in his absence the General Manager. All requests must be put in writing and will be responded to detailing out the process to be followed which is as follows:

On access being granted, a written response will be provided to the applicant detailing who is to be contacted when making an appointment to view files. Support will be offered if required and a room to view the file in privacy will be provided.

### **4.1 FREEDOM OF INFORMATION AND DATA PROTECTION**

Access can also be made under the Freedom of Information Act and the Data Protection Act. Sunbeam House Services policies on this is available on [Freedom of Information](#) and [Data Protection](#).

## **5.0 EASY TO READ VERSION**

An easy to read version of this policy is available.( Appendix 1)

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**APPENDIX 1**



**Do you have a question about your file?**



**Do you want to read your file?**



**Write to John Hannigan for access**

**Or**



**Have someone write to John on your behalf  
for access**



**When access has been granted an appointment will be  
arranged and support offered for you to view your file**



**If you are not happy with this process you can access your  
information through Freedom of Information or Data Protection.**