



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

Cadeirydd/Chair: **Emma Woollett**
Prif Weithredwr/Chief Executive: **Mark Hackett**

gofalu am ein gilydd, cydweithio, gwella bob amser
caring for each other, working together, always improving

Rydym yn croesawu gohebiaeth yn y Gymraeg neu'r Saesneg. Atebir gohebiaeth Gymraeg yn y Gymraeg, ac ni fydd hyn yn arwain at oedi.
We welcome correspondence in Welsh or English. Welsh language correspondence will be replied to in Welsh, and this will not lead to a delay.

Cais Rhyddid Gwybodaeth / Freedom of Information request **Ein Cyf / Our Ref: 23-B-002**

You asked:

Can you please tell me how long it takes for a Subject Access Request/request for patient notes to be processed?

What are the timescales in which a Subject Access request must be dealt with?

Our response:

The majority of all Subject Access requests processed by the Health Board are released within twenty eight days of acknowledgement and receipt.

The length of time taken to process a Subject Access request can vary in some cases due to the nature of some of the requests and the volume of information required. There may at times be extensions to the twenty eight days in instances where the information that is being sought is from numerous departments/data sources along with the main hospital record i.e. E mails/radiology/social media etc.

If an extension is required, then the Health Board will notify the applicant within the twenty eight days of their original request, or ideally as early as it can. There is also an option to delay for up to a further two months, however this is only where it is deemed 'complex' and this would be in very unique circumstances.



Pencadlys BIP Bae Abertawe, Un Porthfa Talbot, Port Talbot, SA12 7BR / Swansea Bay UHB Headquarters, One Talbot Gateway, Port Talbot, SA12 7BR

Bwrdd Iechyd Prifysgol Bae Abertawe yw enw gweithredu Bwrdd Iechyd Lleol Prifysgol Bae Abertawe
Swansea Bay University Health Board is the operational name of Swansea Bay University Local Health Board