

Fees associated with Subject Access Requests under the Data Protection Act (DPA) 1998

Fees for access to non-medical information

The DPA provides that up to £10 may be charged as a fee for providing information to a data subject.

Fees for access to medical information

The DPA provides that a maximum fee of between £10 and £50 may be charged for complying with a Subject Access Request (SAR) relating to health records. The precise amount of the maximum fee depends on how the health records are held.

- A fee up to £10 may be charged for complying with a SAR relating to health records if they are held only electronically.
- A fee up to £50 may be charged for complying with a SAR relating to health records if those records are held either wholly or partly in non-electronic form.

These charges may be made if the Board complies with the SAR by supplying the requester with a permanent copy of the relevant information. The Board may charge up to the relevant maximum fee regardless of the number of pages the information comprises.

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