



The Access to Health Records Team  
Southend University Hospital NHS Foundation Trust  
Prittlewell Chase  
Westcliff-on-Sea  
Essex  
SS0 0RY

Tel: 01702 508007

Thank you for your recent request for access to health records.

Please find enclosed a form (2 pages) that should be completed and returned to us via email or post. In line with the General Data Protection Regulation we will aim to have the information within one month of receipt of the completed forms.

If you are unable to come to the hospital to collect the records for any reason we ask that along with the request form you also send us photographic identification such as driving licence or passport in the interest of patient safety and data security. Other arrangements can be made if you do not possess such items, for example: utility bills, birth certificate, bus pass.

We will contact you once we have received the completed forms. Please ensure you include a daytime telephone contact number and/or e-mail address when replying so that we may contact you to arrange collection of the information.

Please do not hesitate to contact us should you have any queries.

Yours Faithfully,

The Access to Health Records Team  
*access@southend.nhs.uk*