

Welcome to  
**Vale Medical Group**  
**Long Clawson Medical Practice**  
**Stackyard and Woolsthorpe**  
**Surgeries**



The Sands, Long Clawson,  
Melton Mowbray, LE14 4PA  
Telephone: 01664 822214  
[www.valemedicalgroup.co.uk](http://www.valemedicalgroup.co.uk)



1 The Stackyard,  
Croxton Kerrial,  
Grantham, NG32 1QS  
Telephone: 01476 870900  
[www.valemedicalgroup.co.uk](http://www.valemedicalgroup.co.uk)



Main Street,  
Woolsthorpe by Belvoir,  
Grantham, NG32 1LT  
Telephone: 01476 870166  
[www.valemedicalgroup.co.uk](http://www.valemedicalgroup.co.uk)

**ACCESS TO MEDICAL RECORDS**  
**AND DATA PROTECTION**

## **Making an access request**

- **Read this leaflet carefully!**
- Ask at reception for an access form entitled Application to Access Medical Records.
- Ensure that the form is fully completed, using a separate sheet of paper if necessary, and return it to Reception.

### **There is no facility for immediate access**

Send the application for Long Clawson Medical Practice or Long Clawson Pharmacy to:

Rachael Ashworth - Practice Manager  
Long Clawson Medical Practice  
The Sands, Long Clawson, LE14 4PA  
01664 821920 rachaelashworth@nhs.net

Send the application for Stackyard Surgery and Woolsthorpe Surgery to:

Rachael Ashworth - Practice Manager  
Stackyard Surgery  
1 The Stackyard, Croxton Kerrial, Grantham NG32 1QS  
01476 870900 rachaelashworth@nhs.net

## **Provision of information to third parties**

The Practice may share your personal information with other NHS organisations where this is appropriate for your healthcare.

In other circumstances, we may approach you for specific consent to release personal information to third parties.

### **Information will not normally be released to other family members without written patient consent.**

In some circumstances, there are statutory or ethical obligations to disclose information to others (such as public health issues) which may not require your consent, however you may be consulted about these in advance.

All staff have access to your medical and personal details, which is required in relation to their roles, and have completed confidentiality agreements.

If you require information regarding a person other than yourself, we will seek consent from that person or, if this is not possible, we will need to see relevant documentation (for instance Certificate of Lasting Power of Attorney or Death Certificate) before disclosing their information.