

Dealing with Requests for Records or Witness Statements from the Police

Action Card 2: The internal notification procedure for clinical records or statement requests made by the police

Version No: 2

Date Published:

October 2022

FOR USE BY: All staff within the Trust

LIAISE WITH:

Legal Services

Legal.services@ghc.nhs.uk

GHC legal Services manage all formal requests for clinical records or witness statements made by the Police.

In the event that you receive directly a request to provide clinical records or a witness statement in writing, over the telephone or in person at a Trust site, you must follow the steps below:

Step one: Do not disclose any patient identifiable data to the police.

Step two: Forward by email or post the request to:

- Legal.services@ghc.nhs.uk or
- GHC Legal Services
Edward Jenner Court
1010 Pioneer Avenue
Brockworth
GL3 4AW

Step three: Inform GHC Legal Services of the request either by email or telephone on 0300 421 8327/8161.

Or:

Direct the caller to contact GHC Legal Services immediately on 0300 421 8357/8161 or via email to Legal.services@ghc.nhs.uk in normal working hours. In the event this is received outside of office hours, it will be actioned by the Team on the next working day (Mon-Fri, 8am-5pm).

Document owner (name and contact)

Legal Services
Legal.Services@ghc.nhs.uk
0300 421 8357/8161

Review Date:

January 2024