

Personal Data (Privacy) Ordinance

A Copy Data Request will not be processed unless accompanied by the Processing Fee.

Tin Shui Wai Hospital
Request for Medical Record Copy / Data Access Request (DAR)

Please read the "Data Access Request – Note of Application" first (Please the appropriate)

Except with the consent of the individual concerned, the personal data collected in this Form will be used for the purpose of processing this data access request and other directly related purposes only

A data user is required by the Personal Data (Privacy) Ordinance to comply with a DAR within 40 days after receiving the same. If a data user is unable to comply with the DAR within the 40-day period, it must inform the requestor by notice in writing that it is so unable and the reasons, and comply with the DAR to the extent it is able to within the same 40-day period and thereafter comply or fully comply with it as soon as practicable. When medically necessary, a patient may authorize his/her private medical practitioner to contact the Hospital Authority's responsible doctor to obtain his/her medical information.

1. Name of Hospital Authority Institution from which Personal Data is requested: Tin Shui Wai Hospital

2. Details of the Data Subject who must be a living individual:

Name: _____ (_____)
Surname Given Name Chinese (if any)

Gender: Male Female Age: Under 18 years of age 18 years of age or over

HKID Card No.: _____ / Passport No.: _____

Address: _____

Tel. No. : _____ Other Contact No. : _____

If the HKID Card No. is provided, no copy or physical production of the HKID Card is required in case the number provided is accurate and corresponds to the number recorded on HA's database. If not, a true copy of the HKID Card will be required for verification. Alternatively, the HKID Card may be physically produced for verification at our hospital.

If the Passport No. is provided, please produce in person the original or provide a true copy of the Passport of the Data Subject when submitting this Data Access Request to our hospital.

3. Details of Personal Data of the Data Subject under request ("Requested Data") are:

Date of data: _____ / _____ / _____ to _____ / _____ / _____
Y M D Y M D

Type of data: Medical notes: In-patient medical notes Discharge summary Laboratory reports
 Out-patient medical notes A&E medical notes Clinical photo
 In-patient Medication Order Entry
 General Out-patient Clinic: (clinic name) _____
X-ray: Disc / Film* report
MRI: Disc / Film* report
CT Scan: Disc / Film* report
Others: _____

[Further information may be required to enable us to identify and/or locate the Requested Data. Please specify clearly and in detail the Requested Data. Too general a description of the Requested Data such as "all of my personal data" may render the request being refused if we are not supplied with such information as we may reasonably require to locate the Requested Data.]

4. Nature of Request:

- Data Enquiry Request** – The hospital will inform the Data Subject (or where appropriate, the Relevant Person) whether it holds or does not hold the Requested Data.
- Copy Data Request** – The hospital will inform the Data Subject (or where appropriate, the Relevant Person) whether it holds or does not hold the Requested Data.

The Hospital will provide a copy of the Requested Data to the Data Subject (or where appropriate, the Relevant Person). If only (b) [Copy Data Request] is ticked, the request will be deemed to be both (a) [Data Enquiry Request] and (b) [Copy Data Request]. The fee applicable for a Copy Data Request is listed in the Data Access Request Scale of Fees ("Scale of Fees").

Tin Shui Wai Hospital
Data Access Request – Note of Application

- 1 This application is processed under the Personal Data (Privacy) Ordinance. An individual or a relevant person on behalf of an individual is entitled to make a Data Access Request to ascertain whether hospital holds the personal data of the Data Subject and to be supplied with a copy of such data.
- 2 The Data Subject pertaining to the Data Access Request must be a living individual.
- 3 Application form and supporting documents may be submitted in person or by post. For application submitted by post, please send payment in a crossed cheque made payable to the Hospital Authority. **(Please do not send cash by mail)**
- 4 Hospital will reply to the applicant **within 40 days** upon receipt of the request. If the total charge payable exceeds the processing fee of HK \$76, our hospital will notify the applicant to settle the charge/estimated charge and the data copy will be released after the residual cost is settled.
- 5 DAR Scale of Fees (Applicable from 18 June 2017):

Processing Fee ¹ :	HK\$76 per request (includes reproduction charge of the first 10 pages and postage)
Reproduction charge for the 11 th page and onward:	HK\$1 per page
Reproduction charge for ECG, EEG, X-ray Film/disc or photo etc.:	HK\$230 per modality per disc HK\$230 per film

¹The Processing Fee is non-refundable unless the hospital is unable to provide the Requested Data.

- 6 If needed, the Relevant Person/the Data Subject is required to submit a true copy of the following document for verification:
 - Hong Kong ID Card / Passport;
 - Marriage Certificate;
 - Birth Certificate / legal custody paper if the Relevant Person claims parental responsibility over the Data Subject;
 - An original authorization form signed by the Data Subject where the Relevant Person claims to have been duly authorised by the Data Subject;
 - Court document(s) issued by a court appointing the Relevant Person to manage the affairs of the Data Subject who is incapable of managing his own affairs;
 - Guardianship Order(s) issued by Guardianship Board / court/ magistrate which can show that the Relevant Person is currently appointed as the guardian of the mentally incapacitated Data Subject;
 - Documentary evidence to show that the Relevant Person has been vested the guardianship or that he is authorised to perform the functions of a guardian under the relevant section of the Mental Health Ordinance.
- 7 If the applicant does not collect the requested data within 3 months after being notified it is ready for collection, the requested data shall be destroyed.
- 8 For enquiry, please contact our hospital at:

Address: Release of Information Services, Health Information & Records Office,
3/F, Tin Shui Wai Hospital, 11 Tin Tan Street,
Tin Shui Wai, New Territories

Office Hour: Monday - Friday: 9am – 5pm (Lunch time: 1pm – 2pm)
Saturday: 9am – 1pm
Sunday & Public Holiday: Closed

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