

SUBJECT ACCESS- DECEASED REQUESTS

Date / Time / Venue

Delivered over MS Teams. 12.00-1.00- 18th November 2026-12.00-13.00
Training is expected to last 45mins.

Trainer:

Darren Poole, Manager – Data Protection Officer Service Digital Services, NHS Lothian

Booking details

GPTrainingapps@nhslothian.scot.nhs.uk
Please book early as spaces there are limits on numbers.

Who is the course aimed at?

- ✚ Practice Managers
- ✚ Appropriate for any clinical or admin staff involved in the disclosure of patient records.
- ✚ Existing admin/clerical staff involved in the disclosure of patient records who require a refresher
- ✚ New admin/clerical staff who will be taking on the role of disclosure of patient records

Closing Date

11th November 2026

Spaces will only be confirmed when a fully completed and signed application has been received. One application form per person.

Method of Delivery

- ✚ Presentation
- ✚ Delivered via Microsoft TEAMS
- ✚ Question and Answer Session

Cost

The Subject Matter is a Legal requirement and as such there is no charge for Practice employed staff to attend this training.

Course/topic content

- ✚ Training for all staff involved in the processing of any Subject Access Requests looking for the records of deceased individuals.

Learning outcomes

By the end of this course, the participant will be able to:

- Demonstrate and understanding of the difference in legislation between living and deceased data requests.
- Recognise the categories of individuals who are entitled to request data.
- Recognise when exemptions must be applied.
- Understand the Common Law duty of confidentiality that exists after death, and the importance of the “Harm Test”.

Additional Information

Practices can still arrange for the DPO to deliver this session in their Practice if this is preferred, and this can be arranged by the Practice Manager with the DPO direct or out with the session.

