Ground Floor



Regent Point

Regent Farm Road

Gosforth

Newcastle upon Tyne

NE3 3HD

Tel: 0191 2821188

Email: [newcastle.ohs@nhs.net](mailto:newcastle.ohs@nhs.net)

**Request for a copy of your Occupational Health records EXCLUDING Psychology Counselling Notes**

Please complete the form below and email it to [Newcastle.OHS@nhs.net](mailto:Newcastle.OHS@nhs.net). Once received, you will be giving your consent to process your request. Failure to complete this form accurately may result in a delay of processing your request.

**Detail of Request:** I would like to request a copy of my Occupational Health Records

**Personal Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Surname |  |
| Date of Birth |  | | |
| Email |  | Mobile / tel |  |
| Main postal Address |  | | |

**Employment/Student Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employed** | | **Student** | |
| Dept/Location place of work |  | University |  |
| Position held |  | Course/ Year of intake |  |

**Please highlight how you wish to receive the requested information:**

|  |
| --- |
| Collect in person from OH Department |
| Post to main postal address - please include postcode |

Date of request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Feedback Surveys**

Please help improve the service you receive. The Survey takes less than 5 minutes to complete.

Patient Feedback link: <https://www.smartsurvey.co.uk/s/MT0FJ/>

Referrer feedback link: <https://www.smartsurvey.co.uk/s/76RUJ/>

**General Data Protection Regulation (GDPR) - How we use your data**

Newcastle OHS statement

<https://www.smartsurvey.co.uk/s/NewcastleOHSGDPRstatement/>

Newcastle Hospitals’ statement

<https://www.newcastle-hospitals.nhs.uk/help/privacy/>