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| **Dr Chajed & Dr Chopra Practice** **Kingswood Medical Centre, Clay Hill Road, Basildon, Essex, SS16 5AD****Tel: 01268 663140****E-Mail: kingswood.info@nhs.net** |  |

**Opt- out form for SARs or Medical Report**

As you have requested submitted a Subject Access Request or asked for a Medical Report to be produced, we must ask you to read the following information.

In order to provide prompt, accurate and comprehensive responses to these requests we have engaged iGPR to provide these services as our data processor.

iGPR are a national company used by the majority of large insurers when processing medical reports, and the system and service has been reviewed by our Information Governance Team.

As a result, we will pass your personal data through secure systems to iGPR in order to produce your response. We use the legal basis of public task in order to process this.

However, we do offer you an opt-out of this process. However, should you choose to do this, it may result in a delay to your response as our internal clinicians will have to produce this for you.

If you wish to opt out, please email kingswood.info@nhs.net or call the surgery on 01268 663 140