

Evolution Healthcare Systems

Handling Data Request Process

Data request form is available for download from our website
<https://www.evolutionhealthcaresystems.co.uk/>.

Requestee submits the request form by email or post.

Data Processor will open email/letter.

The Client/User that the information/data relates to is notified by email that a request has been submitted.

The Data Request form is sent to the client/user by email where possible or post.

The client/user responds by email, or post.

- In the event the client/user denies submission of their data the requester is notified by the same means the request was submitted. The requesters information is destroyed/deleted
- In the even the client/user agree to submission of their data, the data is collated and sent by the same means the request was made. A record of the agreement is kept for future reference.
- If a client/user requests their own information. Submission of the data is sent by the same means the request was made.

The Data Request form is kept at Evolution Healthcare Systems for future reference.