

Requests for Records Held by NHS STW ICB

If, after checking the list above, you believe that NHS STW ICB may hold your personal information, details on how to submit a Subject Access Request (SAR) can be found in our [Standard Operating Procedure](#).

For data that is held by NHS STW ICB, Subject Access Requests can be made in the following ways:

Email: stw.dsar@nhs.net

Telephone: 01952 580300

In writing to: The Governance and Corporate Affairs Team, NHS Shropshire, Telford and Wrekin, Wellington Civic Offices, Larkin Way, Tan Bank, Wellington, Telford, TF1 1LX

A [flow chart of the Subject Access Request process](#) is available for ease of reference.

There is a minimum amount of data, that is required to process a Subject Access Request, which is detailed on the [SAR Form](#). Whilst it is not necessary to complete this form, please ensure that the data included within the form is provided to prevent delays in your request being processed.

You can also view a list of [forms of ID that need to be provided](#).