

Online Access for a Child Under 16 (Proxy Access)

Parents / Carers please bring Photographic ID when returning this completed form to us.
We will be unable to process your request without ID e.g. Driving Licence, Passport

Important Information: Please read before completing this form

If you are a parent, guardian, or legal carer wishing to manage online services (such as appointments, repeat prescriptions, or health records) on behalf of a child, you must complete a **Proxy Access Request (this form)**.

To comply with the UK General Data Protection Regulation (GDPR), the Data Protection Act 2018, and NHS/RCGP guidelines, the following rules apply:

- **Parental Responsibility:** Proxy access is only granted to individuals who hold legal parental responsibility for the child, and requires identity verification (such as ID checks and birth certificates/court orders).
- **Children Under 11:** Parents or legal guardians with parental responsibility can typically hold standard proxy access to manage a young child's account and records.
- **Aged 11 to 15 (Gillick Competence & Privacy Milestones):** Under data protection law and medical confidentiality guidelines, children begin developing independent rights over their health data as they mature.
 - Many GP systems automatically suspend or restrict standard parental proxy access around a child's 11th birthday to protect their growing right to confidentiality.
 - For children approaching or within this age bracket, the practice may need to conduct a **Gillick Competence** assessment to determine whether the young person understands the implications of data sharing and consents to the proxy access.
- **Aged 16 and Over:** Young people aged 16 and over are legally treated as adults regarding their medical data. Standard parental proxy access automatically terminates on a patient's 16th birthday. Any ongoing access past this age requires the explicit consent of the young person (if they have capacity) or a formal best-interests assessment.

Safeguarding and Withdrawal

The practice reserves the right to deny, restrict, or revoke proxy access at any time if there are safeguarding concerns, risks of coercion, or if it is deemed clinically necessary to protect the best interests or confidentiality of the child.

Online Access for a Child Under 16 (Proxy Access)

Please complete all pages in full using BLOCK CAPITALS

Child Details			
Child's First Name(s):		Child's Surname:	
Child's Date of Birth:		Preferred Contact Telephone Number:	
Full Address:			
What date will the child turn 16?: (dd/mm/yyyy)			

Details of Proxy Applicant (The person requesting access)			
First Name(s):		Surname:	
Date of Birth:		Preferred Phone Number:	
Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

☐ Book Appointments	☐ Request Medication	☐ Complete Online Questionnaires
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Please continue on the next page

Online Access for a Child Under 16 (Proxy Access)

Access to Medical Records (Information for Proxy Applicants)

- **Future (Prospective) Record Access for Proxies**

If you are granted proxy access to an eligible patient's account, you will automatically be able to view their new medical record entries (including future consultations, coded data, and test results) through the NHS App, subject to clinical safeguarding reviews and ongoing safety checks by the practice.

- **Past (Historic/Retrospective) Detailed Coded Records**

Medical history, notes, and coded entries made prior to the system activation date are not visible by default on the NHS App via proxy access. If you have legal parental responsibility and would like to request access to your child's Full Medical Record, you will need to also complete our '**Access to Full Medical Records**' form along with proof of ID. Subject to Practice Policy.

- **Exceptions, Consent, and Safeguarding**

To protect patient safety, privacy, and confidentiality (particularly as minors mature or if capacity changes), the practice may occasionally restrict, limit, or withhold online record access—or withdraw proxy privileges entirely—if there are concerns regarding consent, third-party coercion, sensitive data, or potential risk to physical or mental health.

Access to GP Online Services – Important Information

You must tick to confirm your understanding of **all the below statements** regarding online proxy access to services: -

Forgotten history	☐
There may be something you have forgotten about in your child's record that you might find upsetting.	
Abnormal results or bad news	☐
If your GP has given you access to test results or letters, you may see something that you find upsetting. This may occur before you have spoken to a clinician or while the surgery is closed and you cannot contact them.	
Choosing to share your information with someone	☐
It's up to you whether you share your child's information with others – perhaps family members or carers. It's your choice, but also your responsibility to keep the information safe and secure.	
Coercion	☐
If you think you may be pressured into revealing details from your child's patient record to someone else against your will, it is best that you do not register for access at this time.	
Misunderstood information	☐
Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery to arrange an appointment with a clinician for a clearer explanation.	
Information about someone else	☐
If you spot something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the practice as soon as possible.	

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Your Login Details, Password and Secure Information

It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that your record has been accessed by someone that you have not agreed should see it, then you should change your password immediately. If you are unable to do this for some reason, we recommend that you contact the practice so that they can remove online access until you are able to reset your password.

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During the working day it is sometimes necessary for practice staff to input into your record, for example, to attach a document that has been received, or update your information. Therefore, you will notice admin/reception staff names alongside some of your medical information – this is quite normal.

Proxy Agreement – please tick both

☐ I have read and understood **all** the information in this form.

☐ I acknowledge that I am responsible for the security of the information that I see or download and will contact the practice immediately if I suspect that the online account has been compromised or accessed by someone without my agreement.

Proxy Signature (The person requesting access)

Signature	
Full Name	
Date of Birth	
Date	

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Name of Verifier		Date	
Name of person who authorised		Date	
Name of person who added to SystmOne		Date	
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☐**Abnormal results or bad news**

If your GP has given you access to test results or letters, you may see something that you find upsetting. This may occur before you have spoken to a clinician or while the surgery is closed and you cannot contact them.

☐**Choosing to share your information with someone**

It's up to you whether you share your child's information with others – perhaps family members or carers. It's your choice, but also your responsibility to keep the information safe and secure.

☐**Coercion**

If you think you may be pressured into revealing details from your child's patient record to someone else against your will, it is best that you do not register for access at this time.

☐**Misunderstood information**

Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery to arrange an appointment with a clinician for a clearer explanation.

☐**Information about someone else**

If you spot something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the practice as soon as possible.

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Proxy Signature (The person requesting access)

Signature	
Full Name	
Date of Birth	
Date	

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Full Address:			
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First Name(s):		Surname:	
Date of Birth:		Preferred Phone Number:	
Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

☐ Book Appointments	☐ Request Medication	☐ Complete Online Questionnaires
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Access to Medical Records (Information for Proxy Applicants)

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Choosing to share your information with someone	
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Proxy Signature (The person requesting access)

Signature	
Full Name	
Date of Birth	
Date	

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Full Address:			
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Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

☐ Book Appointments	☐ Request Medication	☐ Complete Online Questionnaires
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There may be something you have forgotten about in your child's record that you might find upsetting.	☐
Abnormal results or bad news	
If your GP has given you access to test results or letters, you may see something that you find upsetting. This may occur before you have spoken to a clinician or while the surgery is closed and you cannot contact them.	☐
Choosing to share your information with someone	
It's up to you whether you share your child's information with others – perhaps family members or carers. It's your choice, but also your responsibility to keep the information safe and secure.	☐
Coercion	
If you think you may be pressured into revealing details from your child's patient record to someone else against your will, it is best that you do not register for access at this time.	☐
Misunderstood information	
Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery to arrange an appointment with a clinician for a clearer explanation.	☐
Information about someone else	
If you spot something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the practice as soon as possible.	☐

Please continue on the next page

Online Access for a Child Under 16 (Proxy Access)

Your Login Details, Password and Secure Information

It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that your record has been accessed by someone that you have not agreed should see it, then you should change your password immediately. If you are unable to do this for some reason, we recommend that you contact the practice so that they can remove online access until you are able to reset your password.

If you print out any information from your record, it is also your responsibility to keep this secure. If you are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.

During the working day it is sometimes necessary for practice staff to input into your record, for example, to attach a document that has been received, or update your information. Therefore, you will notice admin/reception staff names alongside some of your medical information – this is quite normal.

Proxy Agreement – please tick both

☐ I have read and understood **all** the information in this form.

☐ I acknowledge that I am responsible for the security of the information that I see or download and will contact the practice immediately if I suspect that the online account has been compromised or accessed by someone without my agreement.

Proxy Signature (The person requesting access)

Signature	
Full Name	
Date of Birth	
Date	

**We ask that applicants please bring Photographic ID when returning this completed form to us.
We will be unable to process your request without ID e.g. Driving Licence, Passport**

For Practice Use Only:

Identity verified through (tick all that apply)	☐ Self-Vouching ☐ Vouching with information in record ☐ Photo ID ☐ Proof of residence ☐ Professional Vouching		
Name of Verifier		Date	
Name of person who authorised		Date	
Name of person who added to SystmOne		Date	
Photocopied this page	☐ Yes – Name:		
Passed for scanning	☐ Yes – Name:		

Online Access for a Child Under 16 (Proxy Access)

Parents / Carers please bring Photographic ID when returning this completed form to us.
We will be unable to process your request without ID e.g. Driving Licence, Passport

Important Information: Please read before completing this form

If you are a parent, guardian, or legal carer wishing to manage online services (such as appointments, repeat prescriptions, or health records) on behalf of a child, you must complete a **Proxy Access Request (this form)**.

To comply with the UK General Data Protection Regulation (GDPR), the Data Protection Act 2018, and NHS/RCGP guidelines, the following rules apply:

- **Parental Responsibility:** Proxy access is only granted to individuals who hold legal parental responsibility for the child, and requires identity verification (such as ID checks and birth certificates/court orders).
- **Children Under 11:** Parents or legal guardians with parental responsibility can typically hold standard proxy access to manage a young child's account and records.
- **Aged 11 to 15 (Gillick Competence & Privacy Milestones):** Under data protection law and medical confidentiality guidelines, children begin developing independent rights over their health data as they mature.
 - Many GP systems automatically suspend or restrict standard parental proxy access around a child's 11th birthday to protect their growing right to confidentiality.
 - For children approaching or within this age bracket, the practice may need to conduct a **Gillick Competence** assessment to determine whether the young person understands the implications of data sharing and consents to the proxy access.
- **Aged 16 and Over:** Young people aged 16 and over are legally treated as adults regarding their medical data. Standard parental proxy access automatically terminates on a patient's 16th birthday. Any ongoing access past this age requires the explicit consent of the young person (if they have capacity) or a formal best-interests assessment.

Safeguarding and Withdrawal

The practice reserves the right to deny, restrict, or revoke proxy access at any time if there are safeguarding concerns, risks of coercion, or if it is deemed clinically necessary to protect the best interests or confidentiality of the child.

Online Access for a Child Under 16 (Proxy Access)

Please complete all pages in full using BLOCK CAPITALS

Child Details			
Child's First Name(s):		Child's Surname:	
Child's Date of Birth:		Preferred Contact Telephone Number:	
Full Address:			
What date will the child turn 16?: (dd/mm/yyyy)			

Details of Proxy Applicant (The person requesting access)			
First Name(s):		Surname:	
Date of Birth:		Preferred Phone Number:	
Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

☐ Book Appointments	☐ Request Medication	☐ Complete Online Questionnaires
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Please continue on the next page

Online Access for a Child Under 16 (Proxy Access)

Access to Medical Records (Information for Proxy Applicants)

- **Future (Prospective) Record Access for Proxies**

If you are granted proxy access to an eligible patient's account, you will automatically be able to view their new medical record entries (including future consultations, coded data, and test results) through the NHS App, subject to clinical safeguarding reviews and ongoing safety checks by the practice.

- **Past (Historic/Retrospective) Detailed Coded Records**

Medical history, notes, and coded entries made prior to the system activation date are not visible by default on the NHS App via proxy access. If you have legal parental responsibility and would like to request access to your child's Full Medical Record, you will need to also complete our '**Access to Full Medical Records**' form along with proof of ID. Subject to Practice Policy.

- **Exceptions, Consent, and Safeguarding**

To protect patient safety, privacy, and confidentiality (particularly as minors mature or if capacity changes), the practice may occasionally restrict, limit, or withhold online record access—or withdraw proxy privileges entirely—if there are concerns regarding consent, third-party coercion, sensitive data, or potential risk to physical or mental health.

Access to GP Online Services – Important Information

You must tick to confirm your understanding of **all the below statements** regarding online proxy access to services: -

Forgotten history	☐
There may be something you have forgotten about in your child's record that you might find upsetting.	
Abnormal results or bad news	☐
If your GP has given you access to test results or letters, you may see something that you find upsetting. This may occur before you have spoken to a clinician or while the surgery is closed and you cannot contact them.	
Choosing to share your information with someone	☐
It's up to you whether you share your child's information with others – perhaps family members or carers. It's your choice, but also your responsibility to keep the information safe and secure.	
Coercion	☐
If you think you may be pressured into revealing details from your child's patient record to someone else against your will, it is best that you do not register for access at this time.	
Misunderstood information	☐
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Information about someone else	☐
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Online Access for a Child Under 16 (Proxy Access)

Your Login Details, Password and Secure Information

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Proxy Agreement – please tick both

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☐ I acknowledge that I am responsible for the security of the information that I see or download and will contact the practice immediately if I suspect that the online account has been compromised or accessed by someone without my agreement.

Proxy Signature (The person requesting access)

Signature	
Full Name	
Date of Birth	
Date	

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Online Access for a Child Under 16 (Proxy Access)

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Child Details			
Child's First Name(s):		Child's Surname:	
Child's Date of Birth:		Preferred Contact Telephone Number:	
Full Address:			
What date will the child turn 16?: (dd/mm/yyyy)			

Details of Proxy Applicant (The person requesting access)			
First Name(s):		Surname:	
Date of Birth:		Preferred Phone Number:	
Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

☐ Book Appointments	☐ Request Medication	☐ Complete Online Questionnaires
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Please continue on the next page

Online Access for a Child Under 16 (Proxy Access)

Access to Medical Records (Information for Proxy Applicants)

- **Future (Prospective) Record Access for Proxies**

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Access to GP Online Services – Important Information

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☐**Coercion**

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Online Access for a Child Under 16 (Proxy Access)

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Proxy Signature (The person requesting access)

Signature	
Full Name	
Date of Birth	
Date	

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We will be unable to process your request without ID e.g. Driving Licence, Passport**

For Practice Use Only:

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Online Access for a Child Under 16 (Proxy Access)

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Safeguarding and Withdrawal

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Online Access for a Child Under 16 (Proxy Access)

Please complete all pages in full using BLOCK CAPITALS

Child Details			
Child's First Name(s):		Child's Surname:	
Child's Date of Birth:		Preferred Contact Telephone Number:	
Full Address:			
What date will the child turn 16?: (dd/mm/yyyy)			

Details of Proxy Applicant (The person requesting access)			
First Name(s):		Surname:	
Date of Birth:		Preferred Phone Number:	
Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

☐ Book Appointments	☐ Request Medication	☐ Complete Online Questionnaires
--	---	---

Please continue on the next page

Online Access for a Child Under 16 (Proxy Access)

Access to Medical Records (Information for Proxy Applicants)

- **Future (Prospective) Record Access for Proxies**

If you are granted proxy access to an eligible patient's account, you will automatically be able to view their new medical record entries (including future consultations, coded data, and test results) through the NHS App, subject to clinical safeguarding reviews and ongoing safety checks by the practice.

- **Past (Historic/Retrospective) Detailed Coded Records**

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- **Exceptions, Consent, and Safeguarding**

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Access to GP Online Services – Important Information

You must tick to confirm your understanding of **all the below statements** regarding online proxy access to services: -

Forgotten history	
There may be something you have forgotten about in your child's record that you might find upsetting.	☐
Abnormal results or bad news	
If your GP has given you access to test results or letters, you may see something that you find upsetting. This may occur before you have spoken to a clinician or while the surgery is closed and you cannot contact them.	☐
Choosing to share your information with someone	
It's up to you whether you share your child's information with others – perhaps family members or carers. It's your choice, but also your responsibility to keep the information safe and secure.	☐
Coercion	
If you think you may be pressured into revealing details from your child's patient record to someone else against your will, it is best that you do not register for access at this time.	☐
Misunderstood information	
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Online Access for a Child Under 16 (Proxy Access)

Your Login Details, Password and Secure Information

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Proxy Agreement – please tick both

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Proxy Signature (The person requesting access)

Signature	
Full Name	
Date of Birth	
Date	

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Online Access for a Child Under 16 (Proxy Access)

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Online Access for a Child Under 16 (Proxy Access)

Please complete all pages in full using BLOCK CAPITALS

Child Details			
Child's First Name(s):		Child's Surname:	
Child's Date of Birth:		Preferred Contact Telephone Number:	
Full Address:			
What date will the child turn 16?: (dd/mm/yyyy)			

Details of Proxy Applicant (The person requesting access)			
First Name(s):		Surname:	
Date of Birth:		Preferred Phone Number:	
Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

☐ Book Appointments	☐ Request Medication	☐ Complete Online Questionnaires
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Online Access for a Child Under 16 (Proxy Access)

Access to Medical Records (Information for Proxy Applicants)

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- **Children Under 11:** Parents or legal guardians with parental responsibility can typically hold standard proxy access to manage a young child's account and records.
- **Aged 11 to 15 (Gillick Competence & Privacy Milestones):** Under data protection law and medical confidentiality guidelines, children begin developing independent rights over their health data as they mature.
 - Many GP systems automatically suspend or restrict standard parental proxy access around a child's 11th birthday to protect their growing right to confidentiality.
 - For children approaching or within this age bracket, the practice may need to conduct a **Gillick Competence** assessment to determine whether the young person understands the implications of data sharing and consents to the proxy access.
- **Aged 16 and Over:** Young people aged 16 and over are legally treated as adults regarding their medical data. Standard parental proxy access automatically terminates on a patient's 16th birthday. Any ongoing access past this age requires the explicit consent of the young person (if they have capacity) or a formal best-interests assessment.

Safeguarding and Withdrawal

The practice reserves the right to deny, restrict, or revoke proxy access at any time if there are safeguarding concerns, risks of coercion, or if it is deemed clinically necessary to protect the best interests or confidentiality of the child.

Online Access for a Child Under 16 (Proxy Access)

Please complete all pages in full using BLOCK CAPITALS

Child Details			
Child's First Name(s):		Child's Surname:	
Child's Date of Birth:		Preferred Contact Telephone Number:	
Full Address:			
What date will the child turn 16?: (dd/mm/yyyy)			

Details of Proxy Applicant (The person requesting access)			
First Name(s):		Surname:	
Date of Birth:		Preferred Phone Number:	
Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

☐ Book Appointments	☐ Request Medication	☐ Complete Online Questionnaires
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Please continue on the next page

Online Access for a Child Under 16 (Proxy Access)

Access to Medical Records (Information for Proxy Applicants)

- **Future (Prospective) Record Access for Proxies**

If you are granted proxy access to an eligible patient's account, you will automatically be able to view their new medical record entries (including future consultations, coded data, and test results) through the NHS App, subject to clinical safeguarding reviews and ongoing safety checks by the practice.

- **Past (Historic/Retrospective) Detailed Coded Records**

Medical history, notes, and coded entries made prior to the system activation date are not visible by default on the NHS App via proxy access. If you have legal parental responsibility and would like to request access to your child's Full Medical Record, you will need to also complete our '**Access to Full Medical Records**' form along with proof of ID. Subject to Practice Policy.

- **Exceptions, Consent, and Safeguarding**

To protect patient safety, privacy, and confidentiality (particularly as minors mature or if capacity changes), the practice may occasionally restrict, limit, or withhold online record access—or withdraw proxy privileges entirely—if there are concerns regarding consent, third-party coercion, sensitive data, or potential risk to physical or mental health.

Access to GP Online Services – Important Information

You must tick to confirm your understanding of **all the below statements** regarding online proxy access to services: -

Forgotten history	☐
There may be something you have forgotten about in your child's record that you might find upsetting.	
Abnormal results or bad news	☐
If your GP has given you access to test results or letters, you may see something that you find upsetting. This may occur before you have spoken to a clinician or while the surgery is closed and you cannot contact them.	
Choosing to share your information with someone	☐
It's up to you whether you share your child's information with others – perhaps family members or carers. It's your choice, but also your responsibility to keep the information safe and secure.	
Coercion	☐
If you think you may be pressured into revealing details from your child's patient record to someone else against your will, it is best that you do not register for access at this time.	
Misunderstood information	☐
Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery to arrange an appointment with a clinician for a clearer explanation.	
Information about someone else	☐
If you spot something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the practice as soon as possible.	

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Online Access for a Child Under 16 (Proxy Access)

Your Login Details, Password and Secure Information

It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that your record has been accessed by someone that you have not agreed should see it, then you should change your password immediately. If you are unable to do this for some reason, we recommend that you contact the practice so that they can remove online access until you are able to reset your password.

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During the working day it is sometimes necessary for practice staff to input into your record, for example, to attach a document that has been received, or update your information. Therefore, you will notice admin/reception staff names alongside some of your medical information – this is quite normal.

Proxy Agreement – please tick both

☐ I have read and understood **all** the information in this form.

☐ I acknowledge that I am responsible for the security of the information that I see or download and will contact the practice immediately if I suspect that the online account has been compromised or accessed by someone without my agreement.

Proxy Signature (The person requesting access)

Signature	
Full Name	
Date of Birth	
Date	

**We ask that applicants please bring Photographic ID when returning this completed form to us.
We will be unable to process your request without ID e.g. Driving Licence, Passport**

For Practice Use Only:

Identity verified through (tick all that apply)	☐ Self-Vouching ☐ Vouching with information in record ☐ Photo ID ☐ Proof of residence ☐ Professional Vouching		
Name of Verifier		Date	
Name of person who authorised		Date	
Name of person who added to SystmOne		Date	
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Passed for scanning	☐ Yes – Name:		

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Child's Date of Birth:		Preferred Contact Telephone Number:	
Full Address:			
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Details of Proxy Applicant (The person requesting access)			
First Name(s):		Surname:	
Date of Birth:		Preferred Phone Number:	
Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

☐ Book Appointments	☐ Request Medication	☐ Complete Online Questionnaires
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Online Access for a Child Under 16 (Proxy Access)

Access to Medical Records (Information for Proxy Applicants)

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Coercion	
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Proxy Signature (The person requesting access)

Signature	
Full Name	
Date of Birth	
Date	

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We will be unable to process your request without ID e.g. Driving Licence, Passport**

For Practice Use Only:

Identity verified through (tick all that apply)	☐ Self-Vouching ☐ Vouching with information in record ☐ Photo ID ☐ Proof of residence ☐ Professional Vouching		
Name of Verifier		Date	
Name of person who authorised		Date	
Name of person who added to SystmOne		Date	
Photocopied this page	☐ Yes – Name:		
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Online Access for a Child Under 16 (Proxy Access)

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Online Access for a Child Under 16 (Proxy Access)

Please complete all pages in full using BLOCK CAPITALS

Child Details			
Child's First Name(s):		Child's Surname:	
Child's Date of Birth:		Preferred Contact Telephone Number:	
Full Address:			
What date will the child turn 16?: (dd/mm/yyyy)			

Details of Proxy Applicant (The person requesting access)			
First Name(s):		Surname:	
Date of Birth:		Preferred Phone Number:	
Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

☐ Book Appointments	☐ Request Medication	☐ Complete Online Questionnaires
--	---	---

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Online Access for a Child Under 16 (Proxy Access)

Access to Medical Records (Information for Proxy Applicants)

- **Future (Prospective) Record Access for Proxies**

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Access to GP Online Services – Important Information

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☐**Abnormal results or bad news**

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It's up to you whether you share your child's information with others – perhaps family members or carers. It's your choice, but also your responsibility to keep the information safe and secure.

☐**Coercion**

If you think you may be pressured into revealing details from your child's patient record to someone else against your will, it is best that you do not register for access at this time.

☐**Misunderstood information**

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☐

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Online Access for a Child Under 16 (Proxy Access)

Your Login Details, Password and Secure Information

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Proxy Agreement – please tick both

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Proxy Signature (The person requesting access)

Signature	
Full Name	
Date of Birth	
Date	

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We will be unable to process your request without ID e.g. Driving Licence, Passport**

For Practice Use Only:

Identity verified through (tick all that apply)	☐ Self-Vouching ☐ Vouching with information in record ☐ Photo ID ☐ Proof of residence ☐ Professional Vouching		
Name of Verifier		Date	
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Photocopied this page	☐ Yes – Name:		
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Online Access for a Child Under 16 (Proxy Access)

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Online Access for a Child Under 16 (Proxy Access)

Please complete all pages in full using BLOCK CAPITALS

Child Details			
Child's First Name(s):		Child's Surname:	
Child's Date of Birth:		Preferred Contact Telephone Number:	
Full Address:			
What date will the child turn 16?: (dd/mm/yyyy)			

Details of Proxy Applicant (The person requesting access)			
First Name(s):		Surname:	
Date of Birth:		Preferred Phone Number:	
Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

☐ Book Appointments	☐ Request Medication	☐ Complete Online Questionnaires
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Online Access for a Child Under 16 (Proxy Access)

Access to Medical Records (Information for Proxy Applicants)

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Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

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Abnormal results or bad news	
If your GP has given you access to test results or letters, you may see something that you find upsetting. This may occur before you have spoken to a clinician or while the surgery is closed and you cannot contact them.	☐
Choosing to share your information with someone	
It's up to you whether you share your child's information with others – perhaps family members or carers. It's your choice, but also your responsibility to keep the information safe and secure.	☐
Coercion	
If you think you may be pressured into revealing details from your child's patient record to someone else against your will, it is best that you do not register for access at this time.	☐
Misunderstood information	
Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery to arrange an appointment with a clinician for a clearer explanation.	☐
Information about someone else	
If you spot something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the practice as soon as possible.	☐

Please continue on the next page

Online Access for a Child Under 16 (Proxy Access)

Your Login Details, Password and Secure Information

It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that your record has been accessed by someone that you have not agreed should see it, then you should change your password immediately. If you are unable to do this for some reason, we recommend that you contact the practice so that they can remove online access until you are able to reset your password.

If you print out any information from your record, it is also your responsibility to keep this secure. If you are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.

During the working day it is sometimes necessary for practice staff to input into your record, for example, to attach a document that has been received, or update your information. Therefore, you will notice admin/reception staff names alongside some of your medical information – this is quite normal.

Proxy Agreement – please tick both

☐ I have read and understood **all** the information in this form.

☐ I acknowledge that I am responsible for the security of the information that I see or download and will contact the practice immediately if I suspect that the online account has been compromised or accessed by someone without my agreement.

Proxy Signature (The person requesting access)

Signature	
Full Name	
Date of Birth	
Date	

**We ask that applicants please bring Photographic ID when returning this completed form to us.
We will be unable to process your request without ID e.g. Driving Licence, Passport**

For Practice Use Only:

Identity verified through (tick all that apply)	☐ Self-Vouching ☐ Vouching with information in record ☐ Photo ID ☐ Proof of residence ☐ Professional Vouching		
Name of Verifier		Date	
Name of person who authorised		Date	
Name of person who added to SystmOne		Date	
Photocopied this page	☐ Yes – Name:		
Passed for scanning	☐ Yes – Name:		

Online Access for a Child Under 16 (Proxy Access)

Parents / Carers please bring Photographic ID when returning this completed form to us.
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Important Information: Please read before completing this form

If you are a parent, guardian, or legal carer wishing to manage online services (such as appointments, repeat prescriptions, or health records) on behalf of a child, you must complete a **Proxy Access Request (this form)**.

To comply with the UK General Data Protection Regulation (GDPR), the Data Protection Act 2018, and NHS/RCGP guidelines, the following rules apply:

- **Parental Responsibility:** Proxy access is only granted to individuals who hold legal parental responsibility for the child, and requires identity verification (such as ID checks and birth certificates/court orders).
- **Children Under 11:** Parents or legal guardians with parental responsibility can typically hold standard proxy access to manage a young child's account and records.
- **Aged 11 to 15 (Gillick Competence & Privacy Milestones):** Under data protection law and medical confidentiality guidelines, children begin developing independent rights over their health data as they mature.
 - Many GP systems automatically suspend or restrict standard parental proxy access around a child's 11th birthday to protect their growing right to confidentiality.
 - For children approaching or within this age bracket, the practice may need to conduct a **Gillick Competence** assessment to determine whether the young person understands the implications of data sharing and consents to the proxy access.
- **Aged 16 and Over:** Young people aged 16 and over are legally treated as adults regarding their medical data. Standard parental proxy access automatically terminates on a patient's 16th birthday. Any ongoing access past this age requires the explicit consent of the young person (if they have capacity) or a formal best-interests assessment.

Safeguarding and Withdrawal

The practice reserves the right to deny, restrict, or revoke proxy access at any time if there are safeguarding concerns, risks of coercion, or if it is deemed clinically necessary to protect the best interests or confidentiality of the child.

Online Access for a Child Under 16 (Proxy Access)

Please complete all pages in full using BLOCK CAPITALS

Child Details			
Child's First Name(s):		Child's Surname:	
Child's Date of Birth:		Preferred Contact Telephone Number:	
Full Address:			
What date will the child turn 16?: (dd/mm/yyyy)			

Details of Proxy Applicant (The person requesting access)			
First Name(s):		Surname:	
Date of Birth:		Preferred Phone Number:	
Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

☐ Book Appointments	☐ Request Medication	☐ Complete Online Questionnaires
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Online Access for a Child Under 16 (Proxy Access)

Access to Medical Records (Information for Proxy Applicants)

- **Future (Prospective) Record Access for Proxies**

If you are granted proxy access to an eligible patient's account, you will automatically be able to view their new medical record entries (including future consultations, coded data, and test results) through the NHS App, subject to clinical safeguarding reviews and ongoing safety checks by the practice.

- **Past (Historic/Retrospective) Detailed Coded Records**

Medical history, notes, and coded entries made prior to the system activation date are not visible by default on the NHS App via proxy access. If you have legal parental responsibility and would like to request access to your child's Full Medical Record, you will need to also complete our '**Access to Full Medical Records**' form along with proof of ID. Subject to Practice Policy.

- **Exceptions, Consent, and Safeguarding**

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Access to GP Online Services – Important Information

You must tick to confirm your understanding of **all the below statements** regarding online proxy access to services: -

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☐**Abnormal results or bad news**

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Online Access for a Child Under 16 (Proxy Access)

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Signature	
Full Name	
Date of Birth	
Date	

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Child Details			
Child's First Name(s):		Child's Surname:	
Child's Date of Birth:		Preferred Contact Telephone Number:	
Full Address:			
What date will the child turn 16?: (dd/mm/yyyy)			

Details of Proxy Applicant (The person requesting access)			
First Name(s):		Surname:	
Date of Birth:		Preferred Phone Number:	
Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

☐ Book Appointments	☐ Request Medication	☐ Complete Online Questionnaires
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Online Access for a Child Under 16 (Proxy Access)

Access to Medical Records (Information for Proxy Applicants)

- **Future (Prospective) Record Access for Proxies**

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Proxy Agreement – please tick both

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Proxy Signature (The person requesting access)

Signature	
Full Name	
Date of Birth	
Date	

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Online Access for a Child Under 16 (Proxy Access)

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Online Access for a Child Under 16 (Proxy Access)

Please complete all pages in full using BLOCK CAPITALS

Child Details			
Child's First Name(s):		Child's Surname:	
Child's Date of Birth:		Preferred Contact Telephone Number:	
Full Address:			
What date will the child turn 16?: (dd/mm/yyyy)			

Details of Proxy Applicant (The person requesting access)			
First Name(s):		Surname:	
Date of Birth:		Preferred Phone Number:	
Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

☐ Book Appointments	☐ Request Medication	☐ Complete Online Questionnaires
--	---	---

Please continue on the next page

Online Access for a Child Under 16 (Proxy Access)

Access to Medical Records (Information for Proxy Applicants)

- **Future (Prospective) Record Access for Proxies**

If you are granted proxy access to an eligible patient's account, you will automatically be able to view their new medical record entries (including future consultations, coded data, and test results) through the NHS App, subject to clinical safeguarding reviews and ongoing safety checks by the practice.

- **Past (Historic/Retrospective) Detailed Coded Records**

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- **Exceptions, Consent, and Safeguarding**

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Access to GP Online Services – Important Information

You must tick to confirm your understanding of **all the below statements** regarding online proxy access to services: -

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☐**Abnormal results or bad news**

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☐**Information about someone else**

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Online Access for a Child Under 16 (Proxy Access)

Your Login Details, Password and Secure Information

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Proxy Signature (The person requesting access)

Signature	
Full Name	
Date of Birth	
Date	

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Child Details			
Child's First Name(s):		Child's Surname:	
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First Name(s):		Surname:	
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Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

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Online Access for a Child Under 16 (Proxy Access)

Access to Medical Records (Information for Proxy Applicants)

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- **Children Under 11:** Parents or legal guardians with parental responsibility can typically hold standard proxy access to manage a young child's account and records.
- **Aged 11 to 15 (Gillick Competence & Privacy Milestones):** Under data protection law and medical confidentiality guidelines, children begin developing independent rights over their health data as they mature.
 - Many GP systems automatically suspend or restrict standard parental proxy access around a child's 11th birthday to protect their growing right to confidentiality.
 - For children approaching or within this age bracket, the practice may need to conduct a **Gillick Competence** assessment to determine whether the young person understands the implications of data sharing and consents to the proxy access.
- **Aged 16 and Over:** Young people aged 16 and over are legally treated as adults regarding their medical data. Standard parental proxy access automatically terminates on a patient's 16th birthday. Any ongoing access past this age requires the explicit consent of the young person (if they have capacity) or a formal best-interests assessment.

Safeguarding and Withdrawal

The practice reserves the right to deny, restrict, or revoke proxy access at any time if there are safeguarding concerns, risks of coercion, or if it is deemed clinically necessary to protect the best interests or confidentiality of the child.

Online Access for a Child Under 16 (Proxy Access)

Please complete all pages in full using BLOCK CAPITALS

Child Details			
Child's First Name(s):		Child's Surname:	
Child's Date of Birth:		Preferred Contact Telephone Number:	
Full Address:			
What date will the child turn 16?: (dd/mm/yyyy)			

Details of Proxy Applicant (The person requesting access)			
First Name(s):		Surname:	
Date of Birth:		Preferred Phone Number:	
Full Address:			
Email Address:			
Relationship to Child:			

I wish to request Proxy Access to:

Tick all that apply

☐ Book Appointments	☐ Request Medication	☐ Complete Online Questionnaires
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Please continue on the next page

Online Access for a Child Under 16 (Proxy Access)

Access to Medical Records (Information for Proxy Applicants)

- **Future (Prospective) Record Access for Proxies**

If you are granted proxy access to an eligible patient's account, you will automatically be able to view their new medical record entries (including future consultations, coded data, and test results) through the NHS App, subject to clinical safeguarding reviews and ongoing safety checks by the practice.

- **Past (Historic/Retrospective) Detailed Coded Records**

Medical history, notes, and coded entries made prior to the system activation date are not visible by default on the NHS App via proxy access. If you have legal parental responsibility and would like to request access to your child's Full Medical Record, you will need to also complete our '**Access to Full Medical Records**' form along with proof of ID. Subject to Practice Policy.

- **Exceptions, Consent, and Safeguarding**

To protect patient safety, privacy, and confidentiality (particularly as minors mature or if capacity changes), the practice may occasionally restrict, limit, or withhold online record access—or withdraw proxy privileges entirely—if there are concerns regarding consent, third-party coercion, sensitive data, or potential risk to physical or mental health.

Access to GP Online Services – Important Information

You must tick to confirm your understanding of **all the below statements** regarding online proxy access to services: -

Forgotten history	
There may be something you have forgotten about in your child's record that you might find upsetting.	☐
Abnormal results or bad news	
If your GP has given you access to test results or letters, you may see something that you find upsetting. This may occur before you have spoken to a clinician or while the surgery is closed and you cannot contact them.	☐
Choosing to share your information with someone	
It's up to you whether you share your child's information with others – perhaps family members or carers. It's your choice, but also your responsibility to keep the information safe and secure.	☐
Coercion	
If you think you may be pressured into revealing details from your child's patient record to someone else against your will, it is best that you do not register for access at this time.	☐
Misunderstood information	
Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery to arrange an appointment with a clinician for a clearer explanation.	☐
Information about someone else	
If you spot something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the practice as soon as possible.	☐

Please continue on the next page

Online Access for a Child Under 16 (Proxy Access)

Your Login Details, Password and Secure Information

It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that your record has been accessed by someone that you have not agreed should see it, then you should change your password immediately. If you are unable to do this for some reason, we recommend that you contact the practice so that they can remove online access until you are able to reset your password.

If you print out any information from your record, it is also your responsibility to keep this secure. If you are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.

During the working day it is sometimes necessary for practice staff to input into your record, for example, to attach a document that has been received, or update your information. Therefore, you will notice admin/reception staff names alongside some of your medical information – this is quite normal.

Proxy Agreement – please tick both

☐ I have read and understood **all** the information in this form.

☐ I acknowledge that I am responsible for the security of the information that I see or download and will contact the practice immediately if I suspect that the online account has been compromised or accessed by someone without my agreement.

Proxy Signature (The person requesting access)

Signature	
Full Name	
Date of Birth	
Date	

**We ask that applicants please bring Photographic ID when returning this completed form to us.
We will be unable to process your request without ID e.g. Driving Licence, Passport**

For Practice Use Only:

Identity verified through (tick all that apply)	☐ Self-Vouching ☐ Vouching with information in record ☐ Photo ID ☐ Proof of residence ☐ Professional Vouching		
Name of Verifier		Date	
Name of person who authorised		Date	
Name of person who added to SystmOne		Date	
Photocopied this page	☐ Yes – Name:		
Passed for scanning	☐ Yes – Name:		

Online Access for a Child Under 16 (Proxy Access)

Parents / Carers please bring Photographic ID when returning this completed form to us.
We will be unable to process your request without ID e.g. Driving Licence, Passport

Important Information: Please read before completing this form

If you are a parent, guardian, or legal carer wishing to manage online services (such as appointments, repeat prescriptions, or health records) on behalf of a child, you must complete a **Proxy Access Request (this form)**.

To comply with the UK General Data Protection Regulation (GDPR), the Data Protection Act 2018, and NHS/RCGP guidelines, the following rules apply:

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Online Access for a Child Under 16 (Proxy Access)

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Relationship to Child:			

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Name of Verifier		Date	
Name of person who authorised		Date	
Name of person who added to SystmOne		Date	
Photocopied this page	☐ Yes – Name:		
Passed for scanning	☐ Yes – Name:		