

## Deletion Request Form

Please complete all details below so we can identify your records:

<b>Name:</b>	_____
<b>Previous Name:</b> (if applicable)	_____
<b>Date of Birth:</b>	____/____/____
<b>Address:</b>	_____
<b>Suburb:</b>	_____ <b>Postcode:</b> _____

You have three options – inactive, permanently stop reminders or delete. Please tick one of the following boxes and sign the form before returning.

Mark my record as **inactive**

I request that my Queensland Health Pap Smear Register record be marked as inactive so I will receive no further reminder letters, but my results will stay on the Pap Smear Register.

*(This option is recommended for women who have moved interstate or overseas or are no longer having Pap smears following a hysterectomy for example).*

I understand that a reminder letter will **not** be sent to me if I am overdue for my next Pap smear or if I require further tests as a result of an abnormal Pap smear result. I understand that if another result is forwarded to the Pap Smear Register in the future my file will be automatically made active and I will receive further letters from the Pap Smear Register.

Or

Permanently stop any future reminders

I request that my Queensland Health Pap Smear Register record be permanently marked as inactive so I will receive no further reminder letters regardless of any future results, but my results will stay on the Pap Smear Register.

*(This option should only be used if for privacy reasons you never want to receive future reminders from the Pap Smear Register).*

I understand that a reminder letter will **not** be sent to me if I am overdue for my next Pap smear or if I require further tests as a result of an abnormal Pap smear result. I understand that if another result is forwarded to the Pap Smear Register in the future I will **not** be sent a reminder. This includes reminders on abnormal results.

Or

**Delete** all my information

I request that all my contact details and screening history be deleted from the Queensland Health Pap Smear Register.

I understand that by having all my information deleted from the Pap Smear Register:

- the Register will no longer contain any details about me or my screening history
- the Register **will not** contact me in the future to remind me if I am overdue for a routine Pap smear or follow-up if I have had an abnormal Pap smear result
- **each and every time** I have a Pap smear or related test I will need to inform my doctor or nurse if I do not want my results sent to the Register, otherwise my results will be automatically sent from the pathology laboratory to the Register (as this is a special legislative requirement of all pathology laboratories in Queensland) and my details will be recorded once again
- the Register is not able to tell if I have previously asked to have my information deleted as there is no information about me remaining on the system.

Please tick this box if you would like a copy of your screening history before your records are deleted.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please return this form to the Queensland Health Pap Smear Register via fax, post or email.

**Any Questions? Free-call 1800 777 790**

**Free post** Reply Paid 84214, FORTITUDE VALLEY BC QLD 4006

**Fax** (07) 3328 9433

**Email** PapSmearRegister@health.qld.gov.au