**TEMPLATE 2**

**Template letter to patient if a DPA request is received on their behalf by an insurance company**

Dear [ ]

I am writing to you as your insurance company has requested access to your full medical records under the Data Protection Act.

You should be aware of this and our practice has received your signed consent to provide this information.

The reason I am writing is to confirm that you are willing for your full medical record, which includes all details of your lifetime treatment and care, to be provided to your insurance company. This may include information that is not necessarily required for the company to assess your application for insurance or for other purposes.

The Information Commissioner has written to the insurance industry saying that requesting such medical records under the Data Protection Act is inappropriate. There is already a Reporting process in place agreed between the British Medical Association and the Insurance industry to provide insurance companies with the information needed to assess patients for insurance and other purposes. I have written to your insurance company asking them to request such a Report instead.

If you wish your insurance company to receive your full medical records please let me know. I will need to send you these, and you will need to send it to your insurance company yourself. We cannot do this directly.

If you would like your insurance company to request a Report instead, please let me know, or contact your insurance company directly.

Yours sincerely