

## ACCESS TO PERSONAL FILES AND MEDICAL REPORTS ORDER (NI) 1991

This is a summary of your principal rights under the Order, which is concerned with reports provided for employment purposes by the medical Adviser who has been or is looking after you. You have three options:-

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**OPTION 1:** You consent to the application for the report and indicate that you do not wish to see the report before it is supplied. If you change your mind after the application is made and tell the Doctor in writing, he/she will allow 21 days to elapse after such notification so that you may arrange to see the report (if the report has not already been supplied before you changed your mind). Whether or not you decide to see the report before it is sent, you have the right to see it from the Medical Adviser at any time up to 6 months after it was supplied, but he/she is entitled to make a charge for this.

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**OPTION 2:** You may consent to the application, but indicate your wish to see the report before it is supplied. (You must make the necessary arrangements with the Doctor to see report; it will not be sent to you automatically).

The Medical Adviser will be informed that you wish to have access to the report and will allow 21 days for you to see it before it is supplied to the applicant. If the Doctor has not heard from you in writing within 21 days of the application for the report being made, he/she will assume you do not wish to see the report and that you consent to it being supplied.

When you see the report, if there is anything in it which you consider incorrect or misleading, you can request (but this request must be in writing) that the Medical Adviser amend the report, but he/she is not obliged to do so. If the Medical Adviser refuses to amend it you may:

- (I) withdraw consent for the report to be issued
- (II) ask the Medical Adviser to attach to the report a statement setting out your own views
- (III) agree to the report being issued unchanged

**NOTE:** The Medical Adviser is not obliged to show you any parts of the reports which he/she believes might cause serious harm to your physical or mental health or that of others, or show you information supplied by others without their permission. If this is the case, the Doctor will tell you if your access to the report is limited.

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**OPTION 3:** You may withhold your consent to an application for a report from a Medical Adviser.

