APPENDIX 19D – EMPLOYERS’ HANDBOOK *(Remove comments in red type before issuing to employee)*

**SUMMARY OF YOUR RIGHTS UNDER THE ORDER**

1. A report cannot be obtained from your GP unless you consent in writing.
2. You may when giving your consent in writing ask to have access to the report before it is sent to your employer by your GP.
3. If you elect to have access to the report you must contact the GP with 21 days of the report being requested, to make arrangements for access. If you fail to do this you will not have a right to see the report before it is sent to the employer. However you will still have the right to see the report on written request to your GP within 6 months after it is sent.
4. You should make contact with the GP in writing. You can either ask to see the report at the GP's surgery or ask to be sent a copy of it. If you ask for a copy the GP may charge a reasonable fee.
5. Even if you do not ask for access to the report at the time you give your consent to the report being obtained, you can request access (in writing at any time within 21 days after the report is requested by the employer). You must address your request to your GP.
6. If you exercise your right to access to the report before it is sent your employer, you have the following additional rights:
7. You can request that the report be amended (but the GP is not obliged to agree to this request).
8. You can require a statement of your views to be attached to the report (if your amendments are not agreed).
9. You can withdraw consent to the report being sent. In the latter case the GP will simply inform the employer that your consent has been withdrawn.

You must exercise your rights under paragraph 6 in writing within 21 days of seeing the report. If you fail to do so, the GP will assume you do not object to the report being sent to the employer.

**NOTE: The GP is not obliged to show you any parts of the report which he/she considers might cause serious harm to your physical or mental health or that of others, or which would reveal information about a third party, or the identity of a third party who has supplied information to your GP about your health, unless the third party agrees. The GP will inform you if any of these restrictions applies.**