**LETTER SEEKING CONSENT FOR OCCUPATIONAL HEALTH ASSESSMENT**

Dear [NAME]

**Medical/Occupational health assessment**

In view of your ongoing absence from work, through ill health, I am writing to you to obtain your written consent to attend an Occupational Health Assessment with [NAME OF OH PROVIDER].

The results of that assessment will be confirmed in writing to us.

We consider that a medical assessment and report is necessary so that we can:

* have up to date information about the reasons for your absence and plan accordingly;
* obtain advice about when you may be able to return to work; and
* understand how we may be able to support you, for example by making reasonable adjustments.

As a result of these factors, we consider that we have a legitimate interest, as your employer, for processing sensitive data relating to your health. Under the relevant data protection legislation, ‘legitimate interests’ are a lawful basis for processing such data.

I enclose the following:

* a summary of your rights under the Access to Medical Reports Act 1988;
* a consent form addressed to your doctor; and
* a stamped envelope addressed to us.

You should read the enclosed explanation of your statutory rights carefully before completing and returning the enclosed consent form using the envelope provided.

While you have the right to withhold your consent to a medical assessment, if you do choose to do so, we will still have to form a view as to your continued absence from work, but without the benefit of qualified medical advice and opinion.

Following receipt of the medical report we will contact you to discuss its contents.

Should you have any queries about this letter please do not hesitate to contact me.

Yours sincerely

[NAME]