

[TEMPLATE LETTER FOR SUBJECT ACCESS REQUESTS]

[Sender's address]

[Date]

Head of Information Governance
Bupa House
15 – 19 Bloomsbury Way
London WC1A 2BA

Dear Sir or Madam

Data Protection Act 1998 – Request for information

I, [INSERT FULL NAME], am a consultant registered with Bupa to provide services to persons insured by Bupa. [My Bupa registration number is: [INSERT REGISTRATION OR OTHER REFERENCE NUMBER, IF APPLICABLE].]

Under the Data Protection Act 1998 I am entitled to receive information that you hold about me. Please send me any information that relates to me and in particular any information relating to my ranking by Bupa against other consultants.

Furthermore, please can you send an explanation of the process involved in any automated decisions made about me.

If you require any further information, or if you charge an administrative fee to process this request, please let me know as soon as possible.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer or another appropriate officer.

Yours faithfully,

[INSERT FULL NAME]