



CANDIDATES APPLYING FOR SERVICE IN THE ROYAL AIR FORCE: CONSENT TO REQUEST AND PROCESS PERSONAL MEDICAL INFORMATION

Please read the following carefully before signing:

1. All candidates who wish to join the Royal Air Force have an assessment to determine whether they satisfy tri-Service and single Service medical entry standards. As part of that process you will be asked to complete a Medical Screening Leaflet (MSL), after which you may be referred for a medical examination by one of our contracted medical examiners (ME). Depending upon the findings of your medical examination the ME may decide that further information is required regarding one or more conditions that you have disclosed before a decision on your medical fitness can be reached. Your consent is required for the Royal Air Force to share personal data with the to enable them to facilitate the medical booking and processing. Your consent is also required for the contractor ME to request that information from your civilian GP. The information is usually obtained by writing to your GP to request a Third-Party Report. It can take your GP several weeks to produce a report as it requires a review of your entire Primary Healthcare Record. You should be aware the final fitness decision will be based on ALL information disclosed.
2. The report received from your GP will be scanned into an electronic recruiting medical record held by the contractor and will be reviewed by a contractor ME. The hard copy will be destroyed once it has been scanned and the digital copy stored by the contractor for 3 years.
3. The medical information collected by the ME will be passed to the Defence Medical Services who may use it to answer appeals, reassess and write a report on your fitness to join at the request of the recruiting executive or create a military primary care medical record should you join the Armed Forces.
4. Information divulged by your GP, Consultant, or other Specialist Health Care Professional, which is pertinent to, or associated to the information requested, will be acted upon in accordance with the Armed Forces Medical Entry Standards.
5. There are 2 separate consent forms which we require you to sign in order that we can assess your medical fitness to join the Armed Forces:
 - a. **Annex A:** Consent for a Candidate's GP to Release a Third-Party Report
 - b. **Annex B:** Consent for the Royal Air Force, and the Contracted authority to Release personal data, including but not limited to medical records and reports, to each other and to the Defence Medical Services

NB In accordance with Data Protection Act (DPA) 2018 and General Data Protection Regulation (GDPR) your GP may also divulge information not requested but that they deem to be of legitimate interest as it could constitute a threat to public security.

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PRINTER FORMATTING

Consent for a Candidate's GP to Release a Third-Party Report

Please read the following carefully before signing:

By signing this consent form, you are giving permission:

- For your GP to complete a **Third-Party Report (TPR)** from your medical records focussing specifically on those conditions recognized at your entry medical.
- For the Defence Medical Services or their contracted agent to request a verbal or written medical report from anyone who has been responsible for your healthcare, including hospital and other specialists.
- If you are re-joining or re-enlisting; for the Defence Medical Services medical staff, or any other medical doctor working on behalf of Defence Recruiting, to access your prior service medical records for the purposes of confirming your medical grade on discharge including, if applicable, a review of your medical discharge board proceedings.

This form and any TPR will be scanned into your recruiting medical record and the originals destroyed. If your application is unsuccessful a digital copy will be held by the contractor for 3 years before deletion. If your application is successful the scanned information will be used in the creation a military primary health care record, any copies held by the contractor will be deleted after 1 year.

The information requested will only be used to establish your medical fitness for service and only accessed by personnel bound by medical confidentiality.

Please read the statements outlining the terms of the Access to Medical Reports Act 1988 below before signing:

- You have the right to withhold your consent for the contractor to ask your GP, hospital or other specialist for medical information, but doing so may prevent your application from being processed. If you give consent you have the right to see the report before it is released to the contractor.
- You have 21 days from the date that your Medical Examiner notifies you that a medical report has been requested in which to arrange with your GP, hospital or other specialist to see the report before it is released.
- Your GP, hospital or other specialist will tell you if you cannot see any part of the report for professional medical reasons.
- If you regard any information in the medical report as incorrect or misleading, you can ask in writing for it to be amended.
- If your GP, hospital or other specialist does not accept that the information is incorrect or misleading, they are not required to make any amendment. In these cases, your GP, hospital or other specialist will invite you to prepare a written statement on the disputed information that will be attached to the medical report when it is sent to the contractor.
- You have the right to see the report for up to 6 months after it has been sent to the contractor. Arrangements should be made with whoever originally prepared the report.
- If your GP, hospital or other specialist gives you a copy of the medical report at your request, they may charge you a reasonable fee to cover the cost of supplying it.

Official Sensitive (when complete)

Please tick the following box to indicate you give your consent:

I give my consent for my GP to complete a **Third-Party Report**

Please tick one of the following boxes to indicate if you require a copy of the report:

I do not wish to have access to the medical report

I want to see the medical report before it is sent. I understand that I must contact my GP, Hospital or Other Specialist within 21 days to arrange to see the report. I may be required to pay a reasonable fee if I wish a personal copy of the report. I understand that requesting access will delay my application.

Signed:	Date:
Parent/Guardian signature if applicant under 18 years old:	Date:
Print Full Name (Candidate):	Candidate Date of Birth:

Please provide us with your GP practice name and address

Practice Name:
Practice Address
Practice Post Code
Practice/GP Email Address (If Known)

Consent for the Contractor to Release Medical Records to the Defence Medical Services

Please read the following carefully before signing:

By signing this consent form, you are giving permission for:

- The Royal Air Force and the authorised contractor who undertook your fitness for military service entry medical to share your data, including medical records, to determine your fitness for entry and to pass these records to the Defence Medical Services

The Defence Medical Services may use your medical records to answer appeals, reassess and write a report on your fitness to join at the request of the recruiting executive or create a military primary care medical record; medical confidentiality will be assured in all communications with the executive. If a military primary care record is created the data within it will be held indefinitely.

Please tick the box against one of the following statements:

I **agree** to allow the contractor to release my recruiting medical records to the Defence Medical Services

I **do not agree** to allow the contractor to release my recruiting medical records to the Defence Medical Services

Signed:	Date:
Parent/Guardian signature if applicant under 18 years old:	Date:
Print Full Name (Candidate):	Candidate Date of Birth: