**Draft Template Letter for TPP (SystmOne) and EMIS**

Dear <TPP/EMIS>

Re: Turning on prospective access to GP records.

We are writing to you in your capacity as a data processor for data for which we are the controller.

We instruct you to keep our existing settings for patient online access the same, and to not change any of our organisation settings without the express permission of our organisation.

Specifically, we are instructing you **not to turn on prospective access to records via your patient online services**. This instruction also includes not automatically provisioning prospective access for patients who turn 16 years of age.

Whilst we wish to support the principle of patient access, we are currently providing access in a manner that we determine and is within our resources and which is under the control of our organisation.

We will respond to individual patient requests and make organisational changes at a pace where we can be sure patient care and access can be managed safely.

We would view your ignoring this instruction as a breach of the data controller and processor relationship. We view the interference by other agencies as acting ultra vires and inconsistent with data protection law.

Please acknowledge this request and confirm compliance by 31 October 2022.

Yours sincerely

<Insert practice name, practice address, ODS code, customer number (EMIS ONLY) practice telephone number>