# STRICTLY PRIVATE & CONFIDENTIAL

[Recipient's name & address]

**[\*Delete as appropriate]**

Dear <Title, Surname>

**Investigatory Meeting**

I am writing to ask you to attend an Investigatory Meeting into the following allegation(s):

**That you breached NHS confidentiality polices by accessing the electronic record of a [family member/Colleague] outwith the scope of your work on <insert date and time>.** *DO NOT ENTER ANY IDENTIFIABLE DETAILS BELONGING TO PATIENTS, REFER TO ‘PATIENT A’*

The meeting will be held in accordance with NHSScotland’s Workforce Policies Investigation Process, [\*a copy of which you have previously received / \*is enclosed for your information].

The purpose of the meeting is to enable the investigation team to understand what happened in this matter. Once I have concluded my investigation I will consider whether any further action is required under NHSScotland Workforce Policies.

The meeting arrangements are as follows:

Date: <Insert date at least 14 days hence>

Time: <Insert time>

Location: <Insert venue>

<insert if appropriate> At the meeting I will be supported by <Insert HR Adviser name and Job Title>.

You are entitled to be represented by an accredited Trade Union representative or a workplace colleague. It is your responsibility to arrange representation, but if you require any advice about how to do this, please contact <Insert name, job title and contact details>.

I have enclosed statements and / or \*documentation <fairwarning report name and address scored out> which will be discussed at the meeting. Should you wish to provide a written statement detailing your account of events or to expand on a statement you have already provided, please sign and date it and send it to me by <Insert date> for consideration at our meeting.

[\*You should be aware that in undertaking this investigation, I will also consider whether the allegations against you are relevant in relation to \*your bank contract and / or your other substantive employment with the Board.]

A note of the meeting will be taken which is not verbatim but will act as a record of what was discussed. You will be sent a copy of the note following the meeting and asked to confirm that it is an accurate record.

Please contact me by <Insert date> to confirm that your availability to attend this meeting and to advise if you will be represented and if so, by whom.

In the meantime you should avoid discussing the case with anyone other than your representative to ensure your confidentiality [\*and that of the other parties involved].

If you have any questions about the content of this letter or regarding the investigatory meeting, please contact me. The support of our Staff Self Referral and Advice Service is also available to you, if required, during this process. If you wish to make an appointment, the telephone number is 01592 729870 or extension 29870.

Yours sincerely

**<Investigating Manager>**

**<Job Title>**

Enc. <Copy of investigation documents>

cc <HR Representative>

<Trade Union Representative>