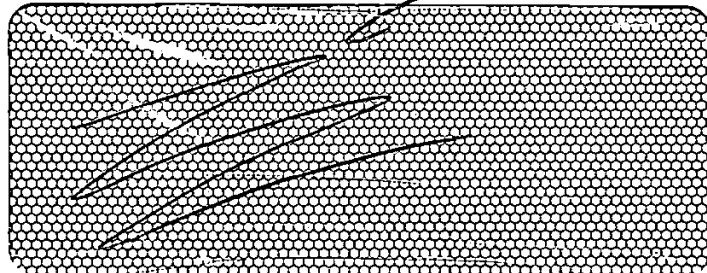


N/A
15/5/1

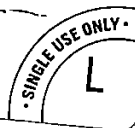
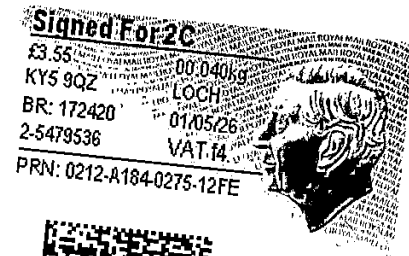


Return to Sender:

MMA Legal Limited
Stok
43-59 Princess Street
Stockport
SK1 1RY

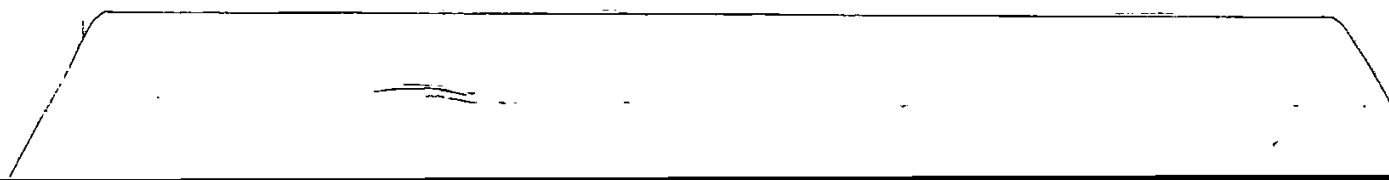


Patient not registered
at this practice.



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Lochgelly Medical Practice

The Health Centre David Street

Lochgelly

Fife

KY5 9QZ

Date 29/04/2026

Ref: 100875

Subject: Data Subject Access Request - Hospital / NHS Trust Records

Client Name: Miss Kay Thomson

Client Reference: 100875

Client Address: Flat 5 39 Mitchell Street , Edinburgh, EH6 7AR

Date of Birth: 12/07/1984

Also Known As:

Name in Care:

NHS Number (if known):

Previous Addresses (if applicable):

Dear Sir/Madam,

We act on behalf of the above-named individual and submit this request under Article 15 of the UK General Data Protection Regulation and the Data Protection Act 2018.

Scope of Request

We request disclosure of all personal data held in relation to our client across all departments within your organisation.

This includes, but is not limited to:

Accident & Emergency (A&E) records

Inpatient and outpatient records

Admission and discharge summaries

Clinical notes and observations

Safeguarding referrals and alerts

Mental health liaison or crisis team involvement

Diagnostic reports (including scans, imaging, and test results)

Correspondence with GPs, social services, or other agencies
Referral records and outcomes
Any incident or risk-related reports
Any scanned or archived documentation

Multi-Department Search Requirement

Please ensure this request is processed across all relevant departments and services, including any specialist units or legacy systems.

Historical Records

Given the potential historical relevance, please include:
Archived and off-site records
Legacy systems and paper files
Records held under predecessor organisations or merged Trusts

Enclosures

We enclose:
Signed authority
Proof of identity
Should you require any further information to process this request, please advise promptly.

Statutory Timeframe

We expect a response within one calendar month. If an extension is required, please confirm in writing with justification.

Non-Holding of Data

If you do not hold relevant records, please confirm:
Whether the individual attended your Trust
Any known successor or alternative record-holding organisations

Service of Documents

We only accept service of documents via email at evidence@mmalegal.co.uk. Should you for any reason be unable to send documents to the above email, please notify us via the same email imminently.

We thank you for your assistance in this matter.

Yours faithfully,

Investigations Team
MMA Legal
E: evidence@mmalegal.co.uk

T: 0161 563 0816

MMA Legal Limited, a company registered in England and Wales with registered number 13900519

Authorised and regulated by the Solicitors Regulation Authority number 8000579

Registered Office: MMA Legal Limited, Stok, 43-59 Princes Street,, Stockport, SK11RY

•EDINBURGH•
THE CITY OF EDINBURGH COUNCIL



Kay Thomson
6336 6815 8974 9001

Valid to - 30 OCT 2027

ITSO 633597 0273 2348 7611

saltirecard



Date: Tuesday, February 10, 2026
Ref: R1111-L3-26630700



K Thomson
39/7 Mitchell Street
Edinburgh
EH6 7AR

Places for People Scotland
4 Hay Avenue
Edinburgh
EH16 4AQ
01772 666246

Dear K Thomson

Re: 39/7 MITCHELL STREET, EDINBURGH

Following our annual review, we are writing to advise you that your charge for your home is changing. From 1st April 2026 your new monthly charge will be £581.10. A breakdown of the charge is included in this letter.

We have included a list of **Frequently Asked Questions for you to read** to explain how the charge has been calculated and to answer any questions you may have. These are also available online at www.placesforpeople.co.uk/rent-review-scotland.

What you need to do now

• **For customers claiming Universal Credit**

You will need to report this change on or after 1st April 2026. Please do not report the change before this date. You can do this using your online Universal credit account or by using the Universal Credit helpline 0800 328 5644.

• **For customers in receipt of Housing Benefit**

Where this is paid directly to us, we will notify your local council of the change. If this is paid directly to you, please contact your local Housing Benefit department to inform them of this change.

For customers in the process of claiming Housing Benefit, where this has not been paid to us before 31 January 2026, you will need to contact your local Housing Benefit department to report the change.

If you do not receive Housing Benefit or Universal Credit, you should check whether you are now entitled following the change to your charge.

For customers paying by Direct Debit

You do not need to do anything. We will amend your payment and send you a separate letter confirming the new instalments. You will receive this letter in mid-March 2026.

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the "Client")	
Full Name:	Kay Thomson
Date of Birth:	12/07/1984
Previous Names (if any):	
Current Address:	Flat 5 39 Mitchell Street Edinburgh EH6 7AR
Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

IN FAVOUR OF (the "Representative")	
Firm Name:	MMA Legal
Address	SToK, 43-59 Princes Street, Stockport
Postcode	SK1 1RY
Email	evidence@mmalegal.co.uk
Telephone Number	0161 563 0816

1. STATUS AND CONSTRUCTION

- 1.1. This Deed is executed as a deed and constitutes valid written authority for the purposes of:
 - 1.1.1. UK GDPR
 - 1.1.2. Data Protection Act 2018
 - 1.1.3. Common law confidentiality
 - 1.1.4. Any related statutory, regulatory or supervisory framework
- 1.2. This Deed shall be interpreted purposively and broadly to give full effect to the Client's intention that all personal data and Records relating to them be disclosed to the Representative, subject only to lawful statutory restriction.
- 1.3. This Deed is intended to provide clear and comprehensive authority for disclosure of the Client's personal data.

2. APPOINTMENT

MMA Legal Limited, a company registered in England and Wales (registered number: 13900519) is authorised and regulated by the Solicitors Regulation Authority. Access the SRA's rules at <http://www.sra.org.uk/solicitors/handbook/welcome.page>
SRA Number: 8000579

- 2.1. The Client appoints the Representative to act fully on their behalf in connection with:
- 2.1.1. An application to Redress Scotland;
 - 2.1.2. Any review, reconsideration or appeal;
 - 2.1.3. Evidence gathering and submission;
 - 2.1.4. Any associated advisory, compensatory or restorative process.
- 2.2. Requests made by the Representative shall be treated as made personally by the Client.

3. SCOPE OF AUTHORITY

- 3.1. This Authority applies to all public and private bodies including (without limitation):

- 3.1.1. Local Authorities and Councils
- 3.1.2. NHS Boards and GP Practices
- 3.1.3. Health & Social Care Partnerships
- 3.1.4. Integration Joint Boards
- 3.1.5. Religious bodies and orders
- 3.1.6. Residential and foster care providers
- 3.1.7. Education authorities and schools
- 3.1.8. Government departments
- 3.1.9. Archive services
- 3.1.10. Insurers holding historical liability files
- 3.1.11. Successor, merged or restructured public bodies

- 3.2. The Authority applies whether Records are:

- 3.2.1. Archived, microfiche, digitised or handwritten;
- 3.2.2. Stored off-site by contractors;
- 3.2.3. Held by dissolved or reconstituted institutions;
- 3.2.4. Transferred following statutory reorganisation.

- 3.3. The Client requests that records not be withheld solely on administrative grounds such as archival storage or institutional restructuring including, for example:

- 3.3.1. The institution has closed or restructured;
- 3.3.2. Records are archived or require manual retrieval;
- 3.3.3. Records are held by insurers or successor bodies;
- 3.3.4. Retrieval involves time or administrative burden.

4. SPECIAL CATEGORY DATA – EXPLICIT CONSENT

- 4.1. For the purposes of Article 9 UK GDPR and Schedule 1 Data Protection Act 2018, the Client gives explicit consent to disclosure of all special category data including:

- 4.1.1. Physical and mental health records
- 4.1.2. Psychiatric and psychological reports
- 4.1.3. Therapy and counselling notes
- 4.1.4. CAMHS records
- 4.1.5. Social work and safeguarding files
- 4.1.6. Ethnicity or religious data where recorded

This includes all NHS and private medical providers.

This explicit consent may be withdrawn at any time by written notice.

5. CRIMINAL OFFENCE DATA – EXPLICIT CONSENT

5.1. For the purposes of Article 10 UK GDPR and Schedule 1 Data Protection Act 2018, the Client gives explicit consent to disclosure of:

- 5.1.1. Criminal offence data
- 5.1.2. Police investigation material
- 5.1.3. Child protection investigations
- 5.1.4. Statements and intelligence logs
- 5.1.5. Outcome decisions

including records held by:

- 5.1.6. Police Scotland
- 5.1.7. Any predecessor Scottish police force
- 5.1.8. Prosecuting authorities.

6. THIRD-PARTY DATA AND REDACTION

- 6.1. The existence of third-party data shall not justify refusal to disclose the Client's personal data.
- 6.2. Where necessary, redaction shall be limited strictly to third-party information.
- 6.3. Mixed data shall be disclosed in redacted form rather than withheld in entirety.

7. PROPORTIONALITY AND REASONED DECISION-MAKING

- 7.1. Any refusal, limitation or redaction must:
 - 7.1.1. Identify the specific statutory exemption relied upon;
 - 7.1.2. Explain how that exemption applies to the particular Record;
 - 7.1.3. Confirm why partial disclosure is not possible;
 - 7.1.4. Be communicated in writing.
- 7.2. Blanket refusal without statutory justification may not satisfy statutory obligations under applicable data protection legislation.
- 7.3. Any reliance upon "disproportionate effort" must provide written reasoning demonstrating why staged disclosure or redaction is not feasible.

8. VALIDITY AND FORMAL REQUIREMENTS

- 8.1. This Deed remains valid for 24 months from execution unless withdrawn in writing.
- 8.2. Disclosure shall not be refused because:
 - 8.2.1. An internal template form has not been used;
 - 8.2.2. The Authority is considered "out of date" within internal policy;
 - 8.2.3. Additional consent is sought beyond reasonable identity verification.
- 8.3. Any organisation acting in good faith reliance upon this Deed shall be fully discharged in making disclosure.

9. REGULATORY AND STATUTORY RIGHTS

In the event of non-compliance, refusal, or unreasonable delay in responding to a lawful request made under this Deed, the Client and/or the Representative reserve the right to pursue any statutory or regulatory remedies available under applicable law.

This may include raising concerns with the relevant supervisory authority or regulator where appropriate.

Nothing in this Deed limits the Client's rights under the UK GDPR, the Data Protection Act 2018, or any other applicable statutory framework.

Withdrawal shall not invalidate disclosures already made in reliance upon this Deed.

EXECUTION AS A DEED

Signed and delivered as a Deed by the Client:	
Signature	
Print Name	Kay Thomson
Date	13/04/2026

Witness	
Name	Gemma Rawston
Address	SToK, 43-59 Princes Street, Stockport, SK1 1RY
Occupation	Case Handler
Signature	Gemma Rawston
Date	13/04/2026

Completion Certificate

Reference ID: 400d8fc1-f687-4ed4-83ca-770dd1c8fc4b

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity
Total Pages: 4
Sent By: Gemma Rawston (195.21.72.3)
Completed Date: Apr 13, 2026 10:53:15 UTC

Signer Information

Name: Miss Kay Thomson
Email: kthomson087@gmail.com
Telephone: 07838735570
IP Address: 78.147.184.75



Verified Electronic Signature

Audit Trail

Action	Timestamp	IP Address
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Document link sent to client by sms	2026-04-13 10:49:02	System
Document link sent to client by email	2026-04-13 10:49:02	System
Document link opened by client	2026-04-13 10:52:45	78.147.184.75
Document electronically signed	2026-04-13 10:53:15	78.147.184.75

Security Verification

SHA-256 Checksum: 7e9faf98318893ed4dfdfc45b236acfb2378374a3077612970b71e3e9f65c6cf

This document is a legally binding record of the e-signature process.