

DAPL Mental Health

Date 22/04/2026

1-2 Parkdale Avenue

Leven

Fife

KY85AQ

Ref: 100172

Subject: Data Subject Access Request – Mental Health Records

Client Name:

100172

Address:

Date of Birth:

Also Known As:

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 within your mental health services, across all systems and formats.

This includes, but is not limited to:

Full mental health records and care files

Psychological and psychiatric assessments

Therapy and counselling records, including session notes

Clinical notes and free-text entries

Risk assessments and safeguarding records

Care plans and treatment plans

Correspondence between clinicians and external agencies

Referral records and outcomes

Crisis team or liaison team involvement

Any records of disclosures made by the patient
Any scanned documents, attachments, or archived materials

Format Requirement

We require a complete record disclosure, including detailed clinical and therapy notes.
Please do not provide a summary or abbreviated extract in place of the full record.

Historical Records

Please ensure searches include:

Archived and legacy systems

Paper and scanned records

Records held under previous service structures or successor organisations

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 was known to your service

Details of any alternative or successor service providers

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.

Yours faithfully,

Investigations Team

MMA Legal

E: evidence@mmalegal.co.uk

T: 0161 563 0816

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	Richard Smith
Date of Birth:	4/9/1973
Previous Names (if any):	
Current Address:	48 Herriot Crescent Methil Leven KY8

	3NE
Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

IN FAVOUR OF (the “Representative”)	
Firm Name:	MMA Legal
Address	43-59 Princes Street, Stockport
Postcode	SK1 1RY
Email	admin@mmalegalsolicitors.co.uk
Telephone Number	0330 341 3679
CHI / NHS Number (if known):	

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**

- 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	<i>Richard Smith</i>
Print Name	Richard Smith
Date	Feb 16 2026 12:53 GMT

Witness	
Name	James Thompson
Address	MMA Legal Stok SK1 1RY
Occupation	File Handler
Signature	<i>James Thompson</i>
Date	16/2/2026

Certificate of Completion

Summary

Document ID: 4AE803519-KSY1YADO_FOEJMSD2QYZ-DBBUWNU8AJ_GCEY3RQJZFM

Document name: REDRESS REDO

Sent by: Ben Jacobs <ben@gmmb.uk>

Organization: MMA Legal Limited

Sent on: Feb 16, 2026 10:53:51 GMT

Completed on: Feb 16, 2026 12:56:42 GMT

Sign order: Sequential

No. of documents: 1

Time zone: Europe/London (GMTZ)

Signers: 2

Receives a copy: 0

Approvers: 0

Witnesses: 0

Recipient reviewers: 0

Recipients



Richard Smith
smiffyboy1973@yahoo.com

Signature

Richard Smith

Emailed on: Feb 16, 2026 10:53:51 GMT

Viewed on: Feb 16, 2026 12:32:39 GMT

Terms agreed on: Feb 16, 2026 12:49:18 GMT

Signed on: Feb 16, 2026 12:53:53 GMT

Accessed from: 188.30.197.170

Device used: Mobile

Authentication type: None



Matthew Bell
matt.bell@mmalegal.co.uk

Signature

Matthew Bell

Emailed on: Feb 16, 2026 12:53:53 GMT

Viewed on: Feb 16, 2026 12:56:32 GMT

Terms agreed on: Feb 16, 2026 12:56:35 GMT

Signed on: Feb 16, 2026 12:56:42 GMT

Accessed from: 212.54.135.150

Device used: Web

Authentication type: None

Legal Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

Please read the following information carefully. By clicking the 'I agree' button, you agree that you have reviewed the following terms and conditions and consent to transact business electronically using Zoho Sign electronic signature system. If you do not agree to these terms, do not click the 'I agree' button.

Electronic documents

Please note that MMA Legal Limited ("we", "us" or "Company") will send all documents electronically to you to the email address that you have given us during the course of the business relationship unless you tell us otherwise in accordance with the procedure explained herein. Once you sign a document electronically, we will send a PDF version of the document to you.

Request for paper copies

You have the right to request paper copies of these documents sent to you electronically from admin@mmalegalsolicitors.co.uk. Alternatively, you also have the ability to download and print these documents sent to you electronically, and re-upload a scanned copy of the printed and physically signed documents. If you, however, wish to request paper copies of these documents sent to you electronically, you can write back to the sender.

Withdrawing your consent

At any point in time during the course of our business relationship, you have the right to withdraw your consent to receive documents in electronic format. If you wish to withdraw your consent, you can decline to sign a document that we have sent to you and send an email to admin@mmalegalsolicitors.co.uk informing us that you wish to receive documents only in paper format. Upon request from you, we will stop sending documents using Zoho Sign electronic signature system.

To advise MMA Legal Limited of your new email address

If you need to change the email address that you use to receive notices and disclosures from us, write to us at admin@mmalegalsolicitors.co.uk

System requirements

Compatible with recent versions of popular browsers such as Chrome, Firefox, Safari, and Edge. Zoho Sign is also available on iOS and Android devices.

www.fife.gov.uk/counciltax

ACCOUNT NO: 174924098
INVOLVEMENT ID: 1075266



**DEMAND NOTICE FOR COUNCIL
TAX, WATER AND WASTE
WATER CHARGES**

35/69/1/1/4292273

Mr Richard Smith
48 Herriot Crescent
Methil
Leven
KY8 3NE

316A

DATE OF ISSUE 06 February 2026

PROPERTY

Mr RICHARD SMITH
48 HERRIOT CRESCENT
METHIL
LEVEN
KY8 3NE



ANNUAL CHARGE 2023/24		Council Tax	Water	Waste Water	Total
Property Band	A	£923.45	£154.98	£179.88	£1,258.31
Disabled Relief (see note 4 on reverse)					

You are liable to pay the following Council Tax, Water and Waste Water Charges for the above property.

Period of Charge		Days	Council Tax	Water	Waste Water	Total
01-Apr-23	31-Mar-24	366	£923.45	£154.98	£179.88	£1,258.31
Empty Property / 2nd Home Variation						
DEDUCTIONS						
Discount (only one person resides here)			£230.86	£38.75	£44.97	£314.58
Exemption						
Rebate / Reduction			£692.59	£0.00	£0.00	£692.59
Water & Waste Water charge reduction				£15.72	£17.77	£33.49
NET AMOUNT DUE			£0.00	£100.51	£117.14	£217.65
Cash paid to 04-Feb-26 including transfers						£0.00
Surcharge						£21.77
NET AMOUNT PAYABLE						£239.42

The breakdown of the above deductions is for information only and may contain rounding differences. The value in the total column is the correct amount payable.

CONTACT US

Online: www.fife.gov.uk/contactrevenues
Telephone: 03451 55 11 55 (9am to 5pm)
Visit Us: At any of the Customer Service Centres listed on www.fife.gov.uk/facilities/csc

If we have applied a discount or exemption above and you believe you are not entitled, you must let us know within 21 days. Failure to do so may result in a penalty of up to £500.

DETAILS OF PAYMENTS REQUIRED

Please ensure your payments are made as detailed.

INSTALMENT DUE DATE	PAYMENT AMOUNT
01/03/2026	£239.42



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Manage your Council Tax **online**.

View your balance, make payments, receive electronic bills and apply for discounts or report changes. Visit www.fife.gov.uk/ctaxonline to register or login.

You may be entitled to help with paying your Council Tax
Find out more at www.fife.gov.uk/counciltaxhelp

Visit our.fife.scot/gethelp for advice and information to help with the cost of living. This site includes the Fife Benefits Checker - find out if you're eligible for any other financial support. **Don't miss out!**

PROVISIONAL

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PROVISIONAL DRIVING LICENCE



1. SMITH
2. RICHARD CAMPBELL
3. 04.09.1973 KIRKEALDY
- 4a. 19.08.2014 4c. DVLA
- 4b. 18.08.2024
5. SMITH709043RC8DT 35
- 7.

8. 48 HERRIOT CRESCENT, METHIL, LEVEN,
KY8 3NE
9. AM/A/B/t/k/q

