

**West Dunbartonshire Council**

Date 05/05/2026

Dumbarton  
G821QL

Ref: 100069

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018

Client Name: Mr Robert Leitch  
Client Address: 97 Ardenslate Road, Dunoon, PA23 8NN  
Client Reference: 100069  
Date of Birth: 15/08/1977  
Also Known As:  
Name in Care:

Dear Sir/Madam,

We act on behalf of the above-named client, who was placed in residential care at the institution(s) referenced below during the approximate period stated.

Approximate Dates of Placement:  
Dunclutha Children's Home: 1990  
Craigllachie Childrens Home: 1990

This request is made under Article 15 of the UK General Data Protection Regulation and Section 45 of the Data Protection Act 2018.

**Scope of Request**

We request disclosure of all personal data held in relation to our client, across all systems and formats, including but not limited to:

Admission and discharge records  
Full placement history, including transfers between care settings  
Social work records, case files, and assessments  
Daily logs, key worker notes, and case notes  
Incident reports, safeguarding records, and protection referrals  
Case conference notes, reviews, and internal assessments

Complaints, investigations, and outcomes  
Correspondence between staff, local authorities, and external agencies  
Records shared with or held by third-party care providers acting on your behalf  
Medical, psychological, or educational records held within the care file  
Photographs or other documentation relating to our client's time in care  
Records identifying staff members and roles involved in their care

### **Historical and Archived Records**

Given the historical nature of this request, we require that all reasonable and proportionate searches are undertaken, including:

Archived and off-site storage  
Legacy systems, including paper, microfiche, and scanned records  
Records held under previous authority names, reorganisations, or successor bodies  
Records held by contracted, private, or voluntary sector care providers commissioned by your authority

### **Placement and Authority Clarification**

Where records indicate placement in additional care settings, we request:

Details of those institutions  
Dates of placement  
The commissioning or responsible authority

This information is required to ensure a complete and accurate record of our client's time in care.

### **Format of Disclosure**

Please provide the information in electronic format where possible. Where records exist only in non-digital formats, scanned copies will be acceptable.

### **Enclosures**

We enclose:  
Signed authority from our client  
Proof of identity

Should you require any further information to process this request, please advise promptly.

### **Statutory Timeframe**

We expect a response within the statutory one calendar month period. If you require an extension, please confirm this in writing with full justification.

### **Non-Holding of Data**

If your organisation does not hold the requested data, we require:  
Formal written confirmation of this position

Details of any organisation believed to hold the data, including successor or archive bodies where applicable

**Service of Documents**

We only accept service of documents via email at [evidence@mmalegal.co.uk](mailto: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](mailto:evidence@mmalegal.co.uk)

T: 0161 563 0816

## **DEED OF AUTHORITY & CONSENT**

<b>THIS DEED is made on the date of signature below by (the “Client”)</b>	
Full Name:	Robert Leitch
Date of Birth:	15 August 1977
Previous Names (if any):	
Current Address:	97 Ardenslate Road Dunoon PA23 8NN
Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

<b>IN FAVOUR OF (the “Representative”)</b>	
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 recordedThis 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	Robert Leitch
Date	04/03/2026

Witness	
Name	Billie Tyrie
Address	SToK, 43-59 Princes Street, Stockport, SK1 1RY
Occupation	Case Handler
Signature	Billie Tyrie
Date	04/03/2026

# Completion Certificate

Reference ID: a6053d48-1e5b-4958-8248-a8c6c17a8691

## Document Details

**Document Name(s):** part-1, part-3, cfa, loa, fee-clarity  
**Total Pages:** 4  
**Sent By:** Billie Tyrie (148.252.129.218)  
**Completed Date:** Mar 04, 2026 12:36:10 UTC

## Signer Information

**Name:** Robert Leitch  
**Email:** robertleitch93@gmail.com  
**Telephone:** 07383443420  
**IP Address:** 92.40.192.2



Verified Electronic Signature

## Audit Trail

Action	Timestamp	IP Address
Created	2026-03-04 12:32:05	System
Document link sent to client by email	2026-03-04 12:32:05	System
Document link sent to client by sms	2026-03-04 12:32:06	System
Document link opened by client	2026-03-04 12:34:51	92.40.192.2
Document electronically signed	2026-03-04 12:36:10	92.40.192.2

## Security Verification

SHA-256 Checksum: 0d49218050f2a1d47c5ab994024d8dc1546f1861b414b77e8d96edaed3552213

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

Document requested by:  
Mr Robert Leitch  
97 ARDENSLATE ROAD  
KIRN  
DUNOON  
ARGYLL  
PA23 8NN

## Your Account

**Sort Code** 80-47-74  
**Account Number** 01030810

## CLASSIC ACCOUNT

01 January 2026 to 26 January 2026

<b>Money In</b>	£2,165.08	<b>Balance on 01 January 2026</b>	-£2,720.97
<b>Money Out</b>	£2,206.06	<b>Balance on 26 January 2026</b>	-£2,761.95

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Jan 26	CHARLES MCDONALD	FPI	30.00		-2,690.97
02 Jan 26	A H GRAHAM	FPO		4.60	-2,695.57
02 Jan 26	DAILY OD INT 01/01	CHG		1.31	-2,696.88
02 Jan 26	BOURNE LEISURE LIM	FPI	27.00		-2,669.88
02 Jan 26	SETON SANDS - RETA	DEB		33.33	-2,703.21
02 Jan 26	DAILY OD INT	CHG		1.31	-2,704.52
05 Jan 26	BOURNE LEISURE LIM	FPI	27.00		-2,677.52
05 Jan 26	GRAHAM A H	FPI	14.60		-2,662.92
05 Jan 26	LAIRD STIRLING	FPO		50.00	-2,712.92
05 Jan 26	SETON SANDS - RETA	DEB		31.10	-2,744.02
05 Jan 26	DAILY OD INT 03/01	CHG		1.33	-2,745.35
05 Jan 26	SETON SANDS - RETA	DEB		15.55	-2,760.90
05 Jan 26	DAILY OD INT 04/01	CHG		1.34	-2,762.24
05 Jan 26	A GOVE	FPI	60.00		-2,702.24
05 Jan 26	LAIRD STIRLING	FPO		57.00	-2,759.24
05 Jan 26	BOURNE LEISURE LIM	FPI	28.00		-2,731.24

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If you think something is incorrect, please contact us on **0345 721 3141**

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CLASSIC ACCOUNT

**Sort Code** 80-47-74  
**Account Number** 01030810
**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
05 Jan 26	ADAM LYNN	FPO		28.00	-2,759.24
05 Jan 26	DAILY OD INT	CHG		2.53	-2,761.77
06 Jan 26	BOURNE LEISURE LIM	FPI	27.57		-2,734.20
06 Jan 26	ADAM LYNN	FPO		25.00	-2,759.20
06 Jan 26	ADAM LYNN	FPI	5.00		-2,754.20
06 Jan 26	DAILY OD INT	CHG		2.53	-2,756.73
07 Jan 26	BOURNE LEISURE LIM	FPI	27.00		-2,729.73
07 Jan 26	DAILY OD INT	CHG		2.51	-2,732.24
08 Jan 26	GRAHAM A H	FPI	15.00		-2,717.24
08 Jan 26	ADAM LYNN	FPO		15.00	-2,732.24
08 Jan 26	ADAM LYNN	FPI	1.00		-2,731.24
08 Jan 26	CO-OP GROUP 060741	DEB		26.20	-2,757.44
08 Jan 26	DAILY OD INT	CHG		2.53	-2,759.97
09 Jan 26	BOURNE LEISURE LIM	FPI	27.00		-2,732.97
09 Jan 26	CHARLES MCDONALD	FPI	20.00		-2,712.97
09 Jan 26	DAILY OD INT	CHG		2.49	-2,715.46
12 Jan 26	CO-OP GROUP 060741	DEB		43.65	-2,759.11
12 Jan 26	DAILY OD INT 10/01	CHG		2.53	-2,761.64
12 Jan 26	BOURNE LEISURE LIM	FPI	28.00		-2,733.64
12 Jan 26	CHARLES MCDONALD	FPI	10.00		-2,723.64
12 Jan 26	ADAM LYNN	FPI	3.00		-2,720.64
12 Jan 26	DAILY OD INT 11/01	CHG		2.50	-2,723.14

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**Account Number** 01030810
**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
12 Jan 26	BOURNE LEISURE LIM	FPI	27.00		-2,696.14
12 Jan 26	ADAM LYNN	FPO		30.00	-2,726.14
12 Jan 26	ADAM LYNN	FPI	2.00		-2,724.14
12 Jan 26	CO-OP GROUP 060741	DEB		32.30	-2,756.44
12 Jan 26	DAILY OD INT	CHG		2.53	-2,758.97
13 Jan 26	BOURNE LEISURE LIM	FPI	27.00		-2,731.97
13 Jan 26	DAILY OD INT	CHG		2.51	-2,734.48
14 Jan 26	BOURNE LEISURE LIM	FPI	1,205.71		-1,528.77
14 Jan 26	CHARLES MCDONALD	FPO		235.00	-1,763.77
14 Jan 26	CHARLES MCDONALD	FPO		100.00	-1,863.77
14 Jan 26	ANNETTE LEITCH	FPO		60.00	-1,923.77
14 Jan 26	R LEITCH	TFR		225.00	-2,148.77
14 Jan 26	CO-OP GROUP 060741	DEB		26.20	-2,174.97
14 Jan 26	LNK THE COOP PORT	CPT		30.00	-2,204.97
14 Jan 26	DAILY OD INT	CHG		2.02	-2,206.99
15 Jan 26	CO-OP GROUP 060741	DEB		57.60	-2,264.59
15 Jan 26	NETFLIX.COM	DEB		18.99	-2,283.58
15 Jan 26	DAILY OD INT	CHG		2.10	-2,285.68
16 Jan 26	JH620689B SSS ADP	BGC	308.20		-1,977.48
16 Jan 26	LAIRD STIRLING	FPO		10.00	-1,987.48
16 Jan 26	ADAM LYNN	FPO		47.00	-2,034.48
16 Jan 26	MR LENDER MOTO	DEB		162.77	-2,197.25

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CLASSIC ACCOUNT

**Sort Code** 80-47-74  
**Account Number** 01030810
**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
16 Jan 26	CHANTELLE OHARE	FPO		20.00	-2,217.25
16 Jan 26	DAILY OD INT	CHG		2.04	-2,219.29
19 Jan 26	A H GRAHAM	FPO		30.00	-2,249.29
19 Jan 26	LAIRD STIRLING	FPO		17.00	-2,266.29
19 Jan 26	OF	DEB		3.61	-2,269.90
19 Jan 26	NON-GBP TRANS FEE	DEB		0.10	-2,270.00
19 Jan 26	NON-GBP PURCH FEE	DEB		0.50	-2,270.50
19 Jan 26	WWW.AMAZON.* 3N30S	DEB		8.99	-2,279.49
19 Jan 26	OF	DEB		13.52	-2,293.01
19 Jan 26	NON-GBP TRANS FEE	DEB		0.40	-2,293.41
19 Jan 26	NON-GBP PURCH FEE	DEB		0.50	-2,293.91
19 Jan 26	OF	DEB		13.52	-2,307.43
19 Jan 26	NON-GBP TRANS FEE	DEB		0.40	-2,307.83
19 Jan 26	NON-GBP PURCH FEE	DEB		0.50	-2,308.33
19 Jan 26	OF	DEB		22.53	-2,330.86
19 Jan 26	NON-GBP TRANS FEE	DEB		0.67	-2,331.53
19 Jan 26	NON-GBP PURCH FEE	DEB		0.50	-2,332.03
19 Jan 26	DAILY OD INT 17/01	CHG		2.14	-2,334.17
19 Jan 26	PAYPAL *leitch rob	DEB		10.00	-2,344.17
19 Jan 26	BOOTS/6022	DEB		11.85	-2,356.02
19 Jan 26	PAYPAL *leitch rob	DEB		25.00	-2,381.02
19 Jan 26	WEE SHOP MUSSELBUR	DEB		36.00	-2,417.02

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CLASSIC ACCOUNT

**Sort Code** 80-47-74  
**Account Number** 01030810
**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
19 Jan 26	PAYPAL *leitch rob	DEB		50.00	-2,467.02
19 Jan 26	BM RETAIL LTD	DEB		64.73	-2,531.75
19 Jan 26	DAILY OD INT 18/01	CHG		2.32	-2,534.07
19 Jan 26	JD WETHERSPOON	DEB		21.98	-2,556.05
19 Jan 26	DAY TODAY	DEB		31.70	-2,587.75
19 Jan 26	DAILY OD INT	CHG		2.38	-2,590.13
20 Jan 26	R LEITCH	TFR	10.00		-2,580.13
20 Jan 26	R LEITCH	TFR	15.00		-2,565.13
20 Jan 26	CHANTELLE OHARE	FPO		15.00	-2,580.13
20 Jan 26	DAILY OD INT	CHG		2.37	-2,582.50
21 Jan 26	R LEITCH	TFR	20.00		-2,562.50
21 Jan 26	Amazon Music*I815I	DEB		5.99	-2,568.49
21 Jan 26	ASDA GROCERIES ONL	DEB		133.45	-2,701.94
21 Jan 26	DAILY OD INT	CHG		2.48	-2,704.42
22 Jan 26	R LEITCH	TFR	180.00		-2,524.42
22 Jan 26	Just Eat	DEB		33.25	-2,557.67
22 Jan 26	DAILY OD INT	CHG		2.35	-2,560.02
23 Jan 26	SETON SANDS - RETA	DEB		15.55	-2,575.57
23 Jan 26	CO-OP GROUP 060741	DEB		13.10	-2,588.67
23 Jan 26	LINKS ROAD DENTAL	DEB		170.00	-2,758.67
23 Jan 26	DAILY OD INT	CHG		2.53	-2,761.20
26 Jan 26	CHARLES MCDONALD	FPI	20.00		-2,741.20

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CLASSIC ACCOUNT

**Sort Code** 80-47-74  
**Account Number** 01030810**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
26 Jan 26	DAILY OD INT 24/01	CHG		2.52	-2,743.72
26 Jan 26	CO-OP GROUP 060741	DEB		15.70	-2,759.42
26 Jan 26	DAILY OD INT 25/01	CHG		2.53	-2,761.95

**Transaction types**

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

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