

The Wards Medical Practice

Date 17/07/2026

25 Dundonald Road
Kilmarnock
KA11RU

Our Ref: DSAR-20260717-192419
Client Ref: 100102

Subject: Data Subject Access Request - Full GP Medical Records - Our Reference:100102

Client Name: Ms Fiona Lockhart
Client Reference: 100102
Client Address: 68 Kilmarnock Rd, Crosshouse, Kilmarnock, KA2 0EY
Date of Birth: 18/06/1971
Name in Care:
Previous Address:
NHS Number:

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 a complete copy of the patient's full medical records, including all data held in electronic, paper, and archived formats.

This specifically includes:

Full GP records (not a summary printout)
Consultation notes and free-text entries
Historical paper records (including Lloyd George records where applicable)
Coded clinical data
Correspondence to and from hospitals, specialists, and external providers
Mental health records held within the GP file
Safeguarding concerns or alerts
Referral records and outcomes

Medication and prescription history
Any scanned documents or attachments

Format Requirement

We require a full record extract, not a patient summary or abbreviated report.

Where possible, please provide a complete system export including consultation notes and attachments.

Historical Records

Please ensure searches include:

Archived and legacy systems

Paper and scanned records

Records transferred from previous GP practices

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 with reasons in writing.

Non-Holding of Data

If you do not hold a complete record, please confirm:

The dates of records held

Details of any previous GP practices

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 570 0550

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	Fiona Lockhart
Date of Birth:	18 June 1971
Previous Names (if any):	
Current Address:	68 Kilmarnock Road Crosshouse, Kilmarnock KA2 0EY
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

- 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

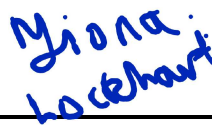
In the event of non-compliance, refusal, or unreasonable delay in responding to a lawful request made under this Deed, the Client and/or the Representative reserve the right to pursue any statutory or regulatory remedies available under applicable law.

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	Fiona Lockhart
Date	03/03/2026

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

Completion Certificate

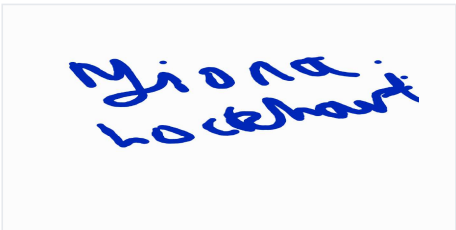
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Audit Trail

Action	Timestamp	IP Address
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SHA-256 Checksum: ea6620aaf058beac00eb726b54d38bb52f5f60be75c53765dfc7b18b268eadbd

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



Ms F Lockhart
68 Kilmack Road
Crosshouse
Kilmack
Ayrshire
KA2 0EV



307 850004

Dear Ms F Lockhart

Your energy bill

BILL DATE
07 Jan 2026

BILL PERIOD
03 Dec 2025 - 31 Dec 2025

SUMMARY OF CHARGES

Opening balance	£0.00
Electricity	£248.09
VAT	£12.40
Total charges for this period	£260.49

TRANSACTIONS THIS BILL PERIOD

PP Invoice Debit Transfer	09 December 2025	£-48.40
Total transactions this period		£-48.40
You are in debit		£308.89

How can I pay?

YOUR PAYMENT IS DUE BY

21 Jan 2026

A late payment charge of £10.00 will be added to your account if we do not receive payment in full, or agree a payment arrangement with you within 14 days. We encourage anyone struggling to afford their energy to get in touch, so we can work together to agree an affordable repayment plan.

See our **HOW CAN I PAY?** section

Quick and easy payments with BillPay

HOW DOES IT WORK?

At any Paypoint store – scan the barcode below and pay your account balance via cash or debit/credit card.

Online – visit www.utilita.co.uk/payments and choose BillPay. Enter your BillPay number below and pay via Debit/Credit card – simple!



Your BillPay Number - 9826013501000391707

Mon-Fri 8am-8pm
03300 535 669
03 numbers are UK wide numbers that are charged in the same way as 07 and 02 numbers

Visit us online at
www.utilita.co.uk/help

Your Customer Reference Number

8352873898

VAT Registration No: 823 8184 22



Invoice ID: 2025-12/1

Remember – it might be worth thinking about switching your tariff or supplier

Could you pay less?

Your estimated annual cost is £954.71

Great news – you are currently on Smart Energy which is our Reference Cheapest Tariff for you.

If any changes we will inform you of any cost or tariff change in time.

Based on current prices and including some discounts and rebates changes the tariff on the 1st of January to the next tariff changes. We have run a full assessment of account. We have found that you are on the Reference Cheapest Tariff for you. We encourage you to consider your current tariff and compare it to the Reference Cheapest Tariff for you. We encourage you to consider your current tariff and compare it to the Reference Cheapest Tariff for you. We encourage you to consider your current tariff and compare it to the Reference Cheapest Tariff for you.

More information about your tariff can be found on the next page.