

**West Lothian Archives**

Date 01/06/2026

Kirkton Service Centre  
1 Lister Road,  
Livingston  
EH547BL

Ref: 100415

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

Client Name: Ms Tracey-Ann Stewart  
Client Address: 37 Old Well Place, Bathgate, EH482XG  
Client Reference: 100415  
Date of Birth: 17/09/1982  
Also Known As: Tracy-Ann O'Neil  
Name in Care: Tracy-Ann O'Neil

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:  
West Lothian Council: 1994-1996

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:	Tracey-Ann Stewart
Date of Birth:	17/09/1982
Previous Names (if any):	
Current Address:	37 Old Well Place Bathgate EH482XG
Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

<b>IN FAVOUR OF (the “Representative”)</b>	
Firm Name:	MMA Legal Limited
Address	43-59 Princess 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	Tracey-Ann Stewart
Date	31/03/2026

Witness	
Name	Elliott Logan
Address	43-59 Princess Street, Stockport, SK1 1RY
Occupation	Case Handler
Signature	Elliott Logan
Date	31/03/2026

# Completion Certificate

Reference ID: 4fef33df-85ea-4952-a373-1493ba1e408e

## Document Details

**Document Name(s):** part-1, part-3, cfa, loa, fee-clarity  
**Total Pages:** 4  
**Sent By:** Elliott Logan (85.255.232.203)  
**Completed Date:** Mar 31, 2026 10:22:34 UTC

## Signer Information

**Name:** Ms Tracey-Ann Stewart  
**Email:** traceyannstewart@hotmail.co.uk  
**Telephone:** 07513002012  
**IP Address:** 151.224.211.89



Verified Electronic Signature

## Audit Trail

Action	Timestamp	IP Address
Created	2026-03-31 10:12:56	System
Document link sent to client by sms	2026-03-31 10:12:57	System
Document link sent to client by email	2026-03-31 10:12:57	System
Document link opened by client	2026-03-31 10:13:13	74.125.208.97
Document electronically signed	2026-03-31 10:22:34	151.224.211.89

## Security Verification

SHA-256 Checksum: db50c697dd452b2724be86e9380c9b80e7a45030bccee4255c59e61dd8966056

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

UK Deed Poll Service  
Deed of Change of Name (Deed Poll)

BY THIS DEED OF CHANGE OF NAME made by myself the undersigned Tracey-Ann STEWART of 7 Raeburn Crescent, Whitburn, Bathgate, West Lothian, EH47 8HQ formerly known as Tracey-Ann O'NEILL

HEREBY DECLARE AS FOLLOWS:

1. I ABSOLUTELY and entirely renounce, relinquish and abandon the use of my former name of Tracey-Ann O'NEILL and assume, adopt and determine to take and use from the date hereof the name of Tracey-Ann STEWART in substitution for my former name of Tracey-Ann O'NEILL
2. I SHALL at all times hereafter in all records, deeds, documents and other writings and in all actions and proceedings and on all occasions whatsoever use and subscribe the said name of Tracey-Ann STEWART as my name, in substitution for my former name of Tracey-Ann O'NEILL so relinquished as aforesaid to the intent that I may hereafter be called, known or distinguished by the name of Tracey-Ann STEWART only and not by my former name of Tracey-Ann O'NEILL
3. I AUTHORISE and require all persons at all times to designate, describe and address me by the adopted name of Tracey-Ann STEWART

I FURTHER HEREBY DECLARE that I have used and subscribed the said adopted name of Tracey-Ann STEWART in all records, deeds, documents and other writings and in all actions and proceedings and on all occasions since the year 1986 following my change of name by usage

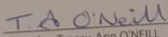
IN WITNESS whereof I have hereunto subscribed my forename of Tracey-Ann and my adopted and substituted surname of STEWART and also my said former name of Tracey-Ann O'NEILL

Dated this 17<sup>TH</sup> day of SEPTEMBER in the year 2010

SIGNED AS A DEED AND DELIVERED  
by the above named  
Tracey-Ann STEWART

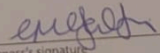
  
Signed as Tracey-Ann STEWART

Formerly known as  
Tracey-Ann O'NEILL

  
Signed as Tracey-Ann O'NEILL

In the presence of:

Name GEORGINA McFADYEN

  
Witness's signature

Address 1 RAEBURN CRESCENT

WHITBURN

Occupation Domestic Assistant



Service  
ham • Essex • CM8 2BL  
Mail: HelpDesk@deedpoll.org.uk



Social Security Scotland  
Tèarainteachd Shòisealta Alba

24407/31717

Tracey-Ann Stewart  
37 OLD WELL PLACE  
BATHGATE  
Scotland  
EH48 2XG



31600



**Carer Support Payment**

PO Box 10328  
DUNDEE  
DD1 9HE

Freephone: 0800 182 2222

[mygov.scot/benefits](http://mygov.scot/benefits)

20 March 2026

**Improvements to carer benefits**

Dear Tracey-Ann,

We're writing to tell you about improvements to your carer benefits. This includes information about:

- Carer Support Payment
- Scottish Carer Supplement
- the new Carer Additional Person Payment

The first part of the letter tells you about the changes. The second part of the letter, from 'Your entitlement' tells you what we've awarded you and why, and how much you'll receive.

**Carer Support Payment**

We're making some changes to improve the delivery of Carer Support Payment. This does not affect how much we pay you.

If you want to know more about the changes, visit [mygov.scot/carer-support-payment](http://mygov.scot/carer-support-payment)

**Carer's Allowance Supplement**

We replaced Carer's Allowance Supplement with Scottish Carer Supplement on 15 March 2026. Carer's Allowance Supplement is the payment you received twice a year.

Instead of being paid twice a year, Scottish Carer Supplement is paid at the same time as

Dignity, fairness, respect.