

Leith Surgery

Date 21/08/2026

Leith Surgery
2 Duke Street
Edinburgh
EH68HQ

Our Ref: DSAR-20260821-2615C1

Client Ref: 100268

Subject: Data Subject Access Request - Full GP Medical Records - Our Reference:100268

Client Name: Mr George Sanderson

Client Reference: 100268

Client Address: 16/17 Pirrie Street, Edinburgh, EH65HY

Date of Birth: 12/10/1960

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,

James Lowe
Investigations Team
MMA Legal Limited

E: evidence@mmalegal.co.uk

T: +441615700550

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	George Sanderson
Date of Birth:	12 Oct 1960
Previous Names (if any):	
Current Address:	16/17 Pirrie Street Edinburgh EH65HY
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	GS
Print Name	George Sanderson
Date	10/03/2026

Witness	
Name	Elliott Logan
Address	SToK, 43-59 Princes Street, Stockport, SK1 1RY
Occupation	Case Handler
Signature	Elliott Logan
Date	10/03/2026

Completion Certificate

Reference ID: c9164cfa-d189-4169-a6e6-c74d66d251d5

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity
Total Pages: 4
Sent By: Elliott Logan (195.21.72.3)
Completed Date: Mar 10, 2026 17:33:35 UTC

Signer Information

Name: Mr George Sanderson
Email: sandersongearge94@gmail.com
Telephone: 07742013232
IP Address: 84.247.40.36



Verified Electronic Signature

Audit Trail

Action	Timestamp	IP Address
Created	2026-03-10 14:47:15	System
Document link sent to client by email	2026-03-10 14:47:15	System
Document link sent to client by sms	2026-03-10 14:47:16	System
Document link opened by client	2026-03-10 14:47:23	74.125.208.43
Document electronically signed	2026-03-10 17:33:35	84.247.40.36

Security Verification

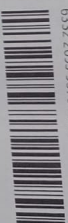
SHA-256 Checksum: 2fdb73341a0158ae5abcaecbbf9f9ab90d811644e40f35c48521562e648132e7



19th February 2026

Electricity account number
5937 0375 012

Top Up Barcode
6332 2695 9370 3750 126



Electricity

IMPORTANT INFORMATION
Please keep this number and barcode safe. You will need them to top up your meter at a PayPoint, Payzone or Post Office

MR G SANDERSON
16/17
20 PIRRIE STREET
NEWMARJOR
EDINBURGH
EH10 5TH
15294 002225 0013 E 31600
V6 6, EXPS, 265A, 1, 2022035



Address for your energy supply: 16/17 PIRRIE STREET EDINBURGH EH16 5TH

We've reviewed your electricity debt payments

Dear MR GEORGE SANDERSON

We've carried out a review of your current balance alongside your smart meter readings. The review shows that we need to reset your electricity meter as below:

Your new repayments

- Standing charge of £4.09
- Debt recovery amount of £5.00
- Weekly fixed charge: £9.09
- Your debt will be repaid by 27th February 2026

If the debt payment rate is not suitable and will cause you to experience financial difficulty, please contact us on **0345 270 0700** to discuss a more affordable repayment rate for your circumstances.

Thanks for being a ScottishPower customer.

Action required

Outstanding debt of £5.00

Here to help

[scottishpower.co.uk/
smartpayfaq](https://scottishpower.co.uk/smartpayfaq)
0345 270 0700

Monday to Friday, 9am - 5pm

For further support:

[scottishpower.co.uk/
helpingyou](https://scottishpower.co.uk/helpingyou)
0345 270 0700

Monday to Friday, 9am - 5pm

Support available

For free and independent debt advice call StepChange Debt Charity free on **0800 138 1111**. They will help you work out a budget and a plan for you to pay off any arrears, so please have a list of your income, savings and outgoings to hand. We will take their advice into account when discussing a repayment arrangement with you. They can also provide details of our customer fund which helps eligible customers on low incomes to pay their bills.