

**Carolina House Trust**

Date 01/06/2026

7 Luna Place  
Gateway West  
Dundee Technology Park  
Dundee  
DD21TP

Ref: 100072

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

Client Name: Mr Thomas Tarbett

Client Reference: 100072

Client Address: 71 St Vigeans Road, Arbroath, Angus, DD11 4DJ

Date of Birth: 16/07/1973

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:

Duncan Place: 1978-1981

Nimil Place in Perth: 1978-1981

Ranock Moore: 1978-1981

Balgowen Home: 1978-1981

Burnside Care Home: 1981

Carlina House: 1982-1991

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:	Thomas Tarbett
Date of Birth:	16/07/1973
Previous Names (if any):	
Current Address:	71 DD11 4DJ
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**

- 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**

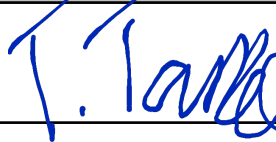
In the event of non-compliance, refusal, or unreasonable delay in responding to a lawful request made under this Deed, the Client and/or the Representative reserve the right to pursue any statutory or regulatory remedies available under applicable law.

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	Thomas Tarbett
Date	10/04/2026

Witness	
Name	Billie Tyrie
Address	SToK, 43-59 Princes Street, Stockport, SK1 1RY
Occupation	Case Handler
Signature	Billie Tyrie
Date	10/04/2026

# Completion Certificate


Reference ID: 04c1676e-a198-4ac4-b688-df2167f06430

## Document Details

**Document Name(s):** loa  
**Total Pages:** 4  
**Sent By:** Billie Tyrie (148.252.128.130)  
**Completed Date:** Apr 10, 2026 09:56:23 UTC

## Signer Information

**Name:** Mr Thomas Tarbett  
**Email:** tommyt\_73@hotmail.co.uk  
**Telephone:** 07960392793  
**IP Address:** 82.132.217.250



Verified Electronic Signature

## Audit Trail

Action	Timestamp	IP Address
Created	2026-04-10 09:55:15	System
Document link sent to client by sms	2026-04-10 09:55:18	System
Document link sent to client by email	2026-04-10 09:55:18	System
Document link opened by client	2026-04-10 09:55:31	148.252.128.130
Document electronically signed	2026-04-10 09:56:23	82.132.217.250

## Security Verification

SHA-256 Checksum: c538ea74c50e70aa79e7655b76e9cee7ad79db619f8804dce8c4ac943a17f6fc

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

1267 2930 300 1 0

## Option 2:

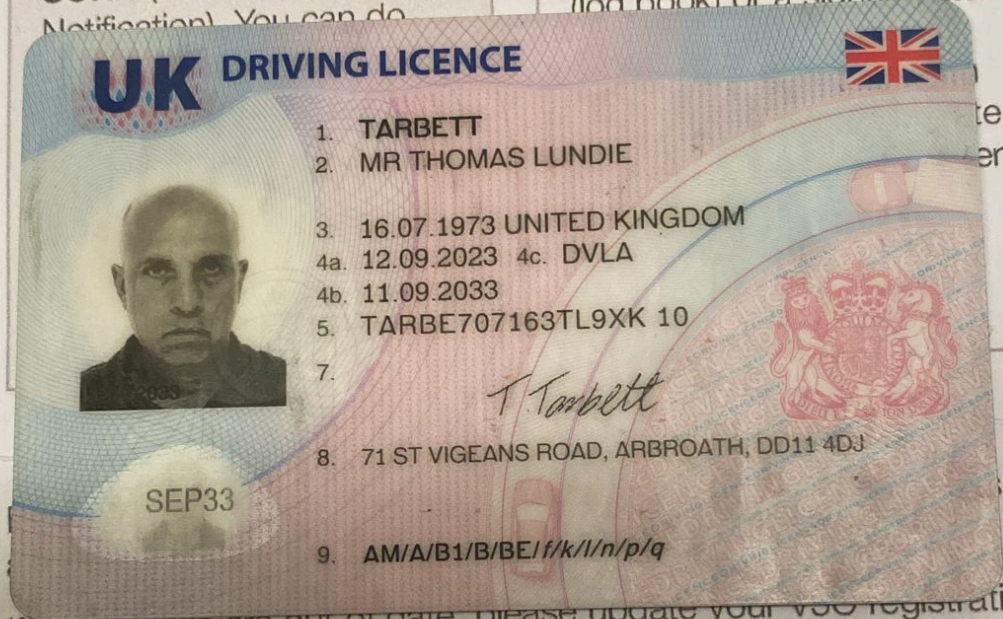
### Not using your vehicle?

If your vehicle is being kept off the road and you don't want to tax it, you must tell us by making a **SORN** (Statutory Off Road Notification). You can do

## Option 3:

### No longer have the vehicle?

The quickest way to tell us is online at [www.gov.uk/sold-bought-vehicle](http://www.gov.uk/sold-bought-vehicle). Alternatively, send the V5C registration certificate (log book) or a signed letter



If your details are out of date, please update your V5C registration certificate (log book) online at: [www.gov.uk/change-address-v5c](http://www.gov.uk/change-address-v5c) or return it to **DVLA, Swansea SA99 1BA.**

## Vehicle Services



2 9569 9645 6385

V11-0524



Priority Services  
0800 294 3259



Text phone  
0800 316 5457

FREEPOST  
RTGH-TXXT-ZAEG  
200 Dunkeld Road  
Perth  
PH1 3AQ

Mr Thomas Lundie Tarbett  
71 ST VIGEANS ROAD  
ARBROATH  
ANGUS  
DD11 4DJ

740040710117224A1316  
301C107FC00021



06 March 2026

Dear Mr Thomas Lundie Tarbett

### Checking your details so we can assist during a power cut

We are the people who look after the wires and cables that deliver electricity to your home. **We are not the company that you pay your bills to.** Our job is to maintain and repair the electricity networks, for everyone across the north of Scotland and central southern England. It's also our job to fix power cuts as quickly and safely as possible.

Being registered to Priority Services Register (PSR) means we can provide extra help and support when you need it most during power cuts. All our Priority Services are **free** of charge. Your data may have been given to us by a third party i.e. your electricity supplier.

To provide you with the best service possible, we need to know if your details are correct. Please update your details at [www.ssen.co.uk/Update](http://www.ssen.co.uk/Update) or phone us, please call **0800 294 3259**. Once we have updated your details, you will then receive a power cut plan with personalised advice.

On 1st April 2023, the legal basis on which SSEN and all other UK electricity network operators, rely on, to process your personal data on the Priority Services Register, changed. Where previously we required your consent to sign you up and process your personal data. We now rely on a mechanism called legitimate interests (that's in relation to information such as your name and address, contact details and details of others living in your household), this means SSEN has a legitimate reason to collect that information. SSEN relies on substantial public interest - protecting children and adults at risk (this is in relation to SSEN collecting information about any health conditions or needs). This means that there is considerable public interest in SSEN processing special category data for the purposes of providing support to vulnerable customers.

If you no longer wish to be registered on the PSR then you can ask to be removed (this is called the right to object). You can request this by emailing us at [Networks.Priority.Services@sse.com](mailto:Networks.Priority.Services@sse.com), or calling us on 0800 294 3259.

For information on how we collect and process your data, please see our privacy notice, [www.ssen.co.uk/PrivacyNotice/](http://www.ssen.co.uk/PrivacyNotice/). If you do not have access to our website, or would like a hard copy sent, please contact us.

Yours sincerely,

**Priority Services Team**  
Scottish and Southern Electricity Networks

Inveralmond House, 200 Dunkeld Road, Perth, PH1 3AQ

Scottish and Southern Electricity Networks is a trading name of: Scottish and Southern Energy Power Distribution Limited Registered in Scotland No. SC213459; Scottish Hydro Electric Transmission plc Registered in Scotland No. SC213461; Scottish Hydro Electric Power Distribution plc Registered in Scotland No. SC213460; (all having their Registered Offices at Inveralmond House 200 Dunkeld Road Perth PH1 3AQ); and Southern Electric Power Distribution plc Registered in England & Wales No. 04094290 having their Registered Office at No.1 Forbury Place, 43 Forbury Road, Reading, RG1 3JH, which are members of the SSE Group.  
[ssen.co.uk](http://ssen.co.uk) # make blue style

**We're here to help over the festive period**  
You can still chat to us online every day over the festive period between 7am and 11pm using [scottishpower.co.uk/livechat](http://scottishpower.co.uk/livechat). Our call centres will be operating a reduced service - you can find the details at [scottishpower.co.uk/holiday-opening-hours](http://scottishpower.co.uk/holiday-opening-hours)

**Thanks for being a ScottishPower customer.**

\*A typical household is defined as one that uses 11,500 kWh of gas a year, and 2,700 kWh of electricity a year, and pays by Direct Debit.

