

Eglinton Medical Practice

Date 20/08/2026

Ayrshire Central Hospital
Kilwinning Road
Irvine
KA128SS

Our Ref: DSAR-20260820-28F2DE

Client Ref: 101200

Subject: Data Subject Access Request - Full GP Medical Records - Our Reference:101200

Client Name: Miss Sophie Joy Miah

Client Reference: 101200

Client Address: 41 Lewis Terrace, Broomlands, Irvine, KA11 1HJ

Date of Birth: 11/11/1996

Name in Care:

Previous Address: 26 Mull Crescent, Broomlands, Irvine, KA11 1HW

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 Taylor
Investigations Team
INS Law

E: evidence@inslaw.co.uk

T: +441618880834



Letter of Authority

Autorisation to Act in Relation to Data Subject Access Requests

Full Name	Sophie Miah
Date of Birth	11/11/1996
Previous Names (if any)	
Current Address	41 Lewis Terrace Broomlands Irvine KA11 1HJ
Previous Address (relevant to care placements)	26 Mull Crescent Broomlands Irvine KA11 1HW
Mothers Name:	Carolyn McGeachie
Fathers Name:	Keith Miah

Authorised Representative

Firm Name	INS Law
Address	Building B, 23 Goodlass Road, Speke, Liverpool, England, L24 9HJ
Email	evidence@inslaw.co.uk
Telephone	0161 888 0830
Matter Reference	101200

Dear Sir/Madam,

I, Sophie Miah , confirm that I have instructed INS Law to act on my behalf in relation to the exercise of my data protection rights, including my right of access under the UK General Data Protection Regulations and the Data Protection Act 2018. This authority is provided specifically in relation to my application to The Scottish Redress Scheme, providing authority to INS Law to obtain any and all information they deem necessary to progress my application.

I authorise INS Law, including its partners, directions, employees, consultants, agents, and authorised representatives, to:

1. Prepare, submit, and pursue Data Subject Access Requests on my behalf;
2. Correspond with you and communicate with you on my behalf in relation to any Data Subject Access Request or associated data protection matter;
3. Request confirmation as to whether you process my personal data;
4. Request access to, and copies of, my personal data and any supplementary information to which I am entitled under applicable data protection law;
5. Request information concerning the purposes of processing, categories of personal data processed, recipients or categories of recipients, retention periods, sources of data, and any automated decision-making or profiling, where applicable;
6. Provide, confirm, or clarify information reasonably required to identify me and locate my personal data;
7. Receive correspondence, disclosures, copies of personal data, explanations, schedules, electronic files, paper records, and any other response or material provided in connection with the request;
8. Correspondence with you regarding the scope, timing, format, completeness, or adequacy of any response;
9. Raise queries, challenge omissions, request clarification, request further searches, and pursue follow-up correspondence where necessary; and
10. Where appropriate, assist me in making complaints or representations to the Information Commissioner's Office or in taking any further steps arising from your response or failure to respond.

This authority applies to personal data held by you in any form, including paper records, electronic records, correspondence notes, call recordings, account records, internal records, case files, databases, emails, messages, audio recordings, CCTV footage, and any other records containing my personal data.

This authority extends to all personal data concerning me that you hold.

I request all correspondence and disclosure materials relating to any Data Subject Access Request be sent directly to INS Law using the contact details above, quoting reference

I further authorise INS Law to disclose any records, personal data, special category personal data, witness statements and application materials obtained on my behalf to independent Scottish solicitors or legal advisers where reasonably required for the purpose of advising me on any offer, award, review, reconsideration or statutory waiver under the Scottish Redress Scheme.

This authority remains valid from the date of signature, unless revoked by me in writing.

Signature	
Print Name	Sophie Miah
Date	27/07/2026

Certificate of Authenticity

Fintrixor — electronic signature record



Certificate ID	01KYJ5EYZJCH3EKBQR8RBATTWV
Document ID	01KYJ3JT66FHMW9W857KT169S0
SHA-256 Document Hash	272afae50d640a16f34b129c75e905797866eb49c9c403167b3d689f55dfd45b
Recipient Name	Miss Sophie Joy Miah
Recipient Email	sophiemiah9@gmail.com
Signing Timestamp (UTC)	2026-07-27 16:10:24
IP Address	109.158.239.119
Browser	Chrome on Android

Signing Consent & Review

Document opened	2026-07-27 16:06:47 UTC
Document reviewed (scrolled through)	2026-07-27 16:09:35 UTC
Consent confirmed	2026-07-27 16:10:24 UTC from 109.158.239.119

Statement confirmed: "I confirm that my electronic signature is legally binding and has the same legal effect as a handwritten signature."

Audit Trail

Event	Timestamp (UTC)	IP Address	Browser
Document created	2026-07-27 15:37:33	45.145.101.64	Unknown browser
Document sent to recipient	2026-07-27 15:37:41	45.145.101.64	Unknown browser
Document opened by recipient	2026-07-27 16:06:47	109.158.239.119	Chrome
Document reviewed (scrolled through)	2026-07-27 16:09:35	109.158.239.119	Chrome
Legally-binding consent confirmed	2026-07-27 16:10:24	109.158.239.119	Chrome
Document signed	2026-07-27 16:10:24	109.158.239.119	Chrome

Verify this certificate at <https://esign.fintrixor.co.uk/verify/01KYJ5EYZJCH3EKBQR8RBATTWV>

PHYSICAL ENVIRONMENT
Head of Service: Yvonne Baulk
Portland Place Industrial Estate, Stevenston, KA20 3NN
Tel: 01294 310000 Fax: 01294 606974
www.north-ayrshire.gov.uk



MISS SOPHIE MIAH
41 LEWIS TERRACE
IRVINE
KA11 1HJ

Dear MISS SOPHIE MIAH

Job Reference: UL1799

Thank you for logging your repair. An appointment has been made for an operative to call on Monday 27th July 2026.

JOB DESCRIPTION: JR TO RENEW SEAL AROUND BA WINDOW

Can you arrange for the area the Tradesman is working in is clear and easily accessible. If furniture, carpets or White Goods need to be removed before repair work is done, this should be done before the operative arrives otherwise they may not be able to proceed with the repair.

If you are unable to provide access to your property at this time or you no longer require this repair please call **01294 310000** to rearrange or cancel your appointment.

In order to ensure a high level of service, we undertake quality checks on 10% of work carried out therefore you may be contacted in this regard.

Please note our repairs call centre is open 24 hours a day, seven days a week.

Yours sincerely

North Ayrshire Council
Building Services

Tel: 01294 310000