

Drs McMaster, Moore & Brooksbank

Date 20/04/2026

Girvan Community Hospital
Girvan
KA269HQ

Ref: 100288

Subject: Data Subject Access Request - Full GP Medical Records

Client Name: Mrs Sharon Kyle
Client Reference: %client_ID%
Client Address: 8 Roxburgh Road, Girvan, KA26 0BL
Date of Birth: 18/09/1973
Also Known As: Sharon Holmes
Name in Care: Sharon Holmes
NHS Number:
Previous Addresses:

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 563 0816