

**Ayrshire Archives**

South Harbour Street

Ayr

KA7 1JA

Date 22/04/2026

Ref: 100145

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

Client Name: Mr Mark Ashton

Client Address: 114 Dickson Drive, Irvine, KA12 9HD

Client Reference: 100145

Date of Birth: 02/07/1970

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:

KirkMichael Care Home in Maybole: 1982-1984

Thorntoun School: 1984-1985

Keir Law in Stevenson: 1985-1987

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:	Mark Ashton
Date of Birth:	2/7/1970
Previous Names (if any):	
Current Address:	114 Dickson Drive Irvine KA12 9HD

Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

<b>IN FAVOUR OF (the “Representative”)</b>	
Firm Name:	MMA Legal
Address	43-59 Princes Street, Stockport
Postcode	SK1 1RY
Email	admin@mmalegalsolicitors.co.uk
Telephone Number	0330 341 3679
CHI / NHS Number (if known):	

## **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 recorded

This 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	<i>Mark Ashton</i>
Print Name	Mark Ashton
Date	Feb 16 2026 11:20 GMT

Witness	
Name	Ben Jacobs
Address	MMA Legal, Stok, SK1 1RY
Occupation	File Handler
Signature	<i>James Thompson</i>
Date	25/2/2026

# Certificate of Completion

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## Summary

**Document ID:** 4AE803519-NTCMLJZO2PMBASIJ48Z48PMF158LAMJE0Q6RWHA648

**Document name:** REDRESS REDO

**Sent by:** Ben Jacobs <ben@gmmb.uk>

**Organization:** MMA Legal Limited

**Sent on:** Feb 16, 2026 11:16:27 GMT

**Completed on:** Feb 16, 2026 12:02:19 GMT

**Sign order:** Sequential

**No. of documents:** 1

**Time zone:** Europe/London (GMTZ)

**Signers:** 2

**Receives a copy:** 0

**Approvers:** 0

**Witnesses:** 0

**Recipient reviewers:** 0

## Recipients



Mark Ashton

markashton54321@gmail.com

Signature

*Mark Ashton*

**Emailed on:** Feb 16, 2026 11:16:28 GMT

**Viewed on:** Feb 16, 2026 11:19:45 GMT

**Terms agreed on:** Feb 16, 2026 11:19:52 GMT

**Signed on:** Feb 16, 2026 11:20:29 GMT

**Accessed from:** 188.29.127.16

**Device used:** Mobile

**Authentication type:** None



Matthew Bell

matt.bell@mmalegal.co.uk

Signature

*Matthew Bell*

**Emailed on:** Feb 16, 2026 11:20:29 GMT

**Viewed on:** Feb 16, 2026 12:02:06 GMT

**Terms agreed on:** Feb 16, 2026 12:02:10 GMT

**Signed on:** Feb 16, 2026 12:02:19 GMT

**Accessed from:** 212.54.135.150

**Device used:** Web

**Authentication type:** None

# Legal Disclosure

## ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

Please read the following information carefully. By clicking the 'I agree' button, you agree that you have reviewed the following terms and conditions and consent to transact business electronically using Zoho Sign electronic signature system. If you do not agree to these terms, do not click the 'I agree' button.

### Electronic documents

Please note that MMA Legal Limited ("we", "us" or "Company") will send all documents electronically to you to the email address that you have given us during the course of the business relationship unless you tell us otherwise in accordance with the procedure explained herein. Once you sign a document electronically, we will send a PDF version of the document to you.

### Request for paper copies

You have the right to request paper copies of these documents sent to you electronically from [admin@mmalegalsolicitors.co.uk](mailto:admin@mmalegalsolicitors.co.uk). Alternatively, you also have the ability to download and print these documents sent to you electronically, and re-upload a scanned copy of the printed and physically signed documents. If you, however, wish to request paper copies of these documents sent to you electronically, you can write back to the sender.

### Withdrawing your consent

At any point in time during the course of our business relationship, you have the right to withdraw your consent to receive documents in electronic format. If you wish to withdraw your consent, you can decline to sign a document that we have sent to you and send an email to [admin@mmalegalsolicitors.co.uk](mailto:admin@mmalegalsolicitors.co.uk) informing us that you wish to receive documents only in paper format. Upon request from you, we will stop sending documents using Zoho Sign electronic signature system.

### To advise MMA Legal Limited of your new email address

If you need to change the email address that you use to receive notices and disclosures from us, write to us at [admin@mmalegalsolicitors.co.uk](mailto:admin@mmalegalsolicitors.co.uk)

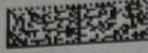
### System requirements

Compatible with recent versions of popular browsers such as Chrome, Firefox, Safari, and Edge. Zoho Sign is also available on iOS and Android devices.

Our Ref: R0406982/BGRN  
Your Ref: A20397168  
Email: BGR@flintbishop.co.uk



21871137/1/2/3991974  
Marc Ashton  
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308A

Reese  
Rhys  
Crilly  
Rhannon Spear  
Rhys

**Flint  
Bishop**  
SOLICITORS

CONTACT  
BGR Residential Team  
FAX NUMBER  
08701913931  
DIRECT DIAL  
0330 123 9354

25 February 2025

Dear MARC ASHTON

**Our Client: Scottish Gas**  
**Scottish Gas Account Number: A20397168**  
**Balance Due: £3,299.01**  
**Supply Address: 114 Dickson Drive Irvine KA12 9HD**  
**Energy type: Gas and Electricity**

**Please get in touch**

We recently wrote to you about the money you owe our client, Scottish Gas. As we haven't heard from you, we're writing to you again. It's really important that you contact us to prevent any future legal action.

**Please don't ignore this letter – we want to help you**

We understand that your circumstances may mean that you're not able to pay the outstanding balance of £3,299.01 on your Gas and Electricity account in full.

We can discuss payment options with you based on your circumstances, such as setting up an affordable monthly repayment plan to pay for both your overdue balance and your ongoing energy usage.

For help finding the right solution for you, please get in touch with our debt advisers. We're open Monday to Friday, 9am to 5.15pm.

**Telephone: 0330 123 9354**

**Live web chat: [flintbishop.co.uk/debt-recovery/contact-us/](https://flintbishop.co.uk/debt-recovery/contact-us/)**

## INVESTORS IN PEOPLE

We invest in people Gold

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A list of directors' names is available for inspection at our registered office. Flint Bishop Solicitors and dFBCosts are also trading names of Flint Bishop Limited.

**Flint**

Pinnacle  
2 Prosp  
Pride P  
Derby

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DX: 7

flintbi



Marc Ashton  
6332 7901 0525 2307

Valid to - 07 FEB 2021



633597 0273 2952 7279



saltirecard