

**NHS Forth Valley**

Date 28/05/2026

Carseview House, Stirling, Fk9 4sw  
Stirling  
FK94SW

Ref: 100336

Subject: Data Subject Access Request - Hospital / NHS Trust Records

Client Name: Miss Elizabeth Jayne Verhees

Client Reference: 100336

Client Address: 10 Burnfoot Court , Grangemouth, FK3 0AL

Date of Birth: 28/02/1972

Also Known As:

Name in Care:

NHS Number (if known):

Previous Addresses (if applicable):

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 disclosure of all personal data held in relation to our client across all departments within your organisation.

This includes, but is not limited to:

Accident & Emergency (A&E) records

Inpatient and outpatient records

Admission and discharge summaries

Clinical notes and observations

Safeguarding referrals and alerts

Mental health liaison or crisis team involvement

Diagnostic reports (including scans, imaging, and test results)

Correspondence with GPs, social services, or other agencies

Referral records and outcomes

Any incident or risk-related reports  
Any scanned or archived documentation

### **Multi-Department Search Requirement**

Please ensure this request is processed across all relevant departments and services, including any specialist units or legacy systems.

### **Historical Records**

Given the potential historical relevance, please include:

Archived and off-site records

Legacy systems and paper files

Records held under predecessor organisations or merged Trusts

### **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 in writing with justification.

### **Non-Holding of Data**

If you do not hold relevant records, please confirm:

Whether the individual attended your Trust

Any known successor or alternative record-holding organisations

### **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.

We thank you for your assistance in this matter.

Yours faithfully,

Investigations Team

MMA Legal

E: [evidence@mmalegal.co.uk](mailto:evidence@mmalegal.co.uk)

T: 0161 563 0816

**PASS** Proof of Age Card

Issued by **CitizenCard**

POST  
OFFICE

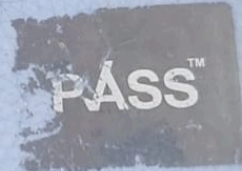


Name  
**Elizabeth Jane WTL  
Verhees**

DoB  
**28 Feb 1972**

Expires on  
**30 Nov 2027**

**5843 6795 0104 6790**



 **NPCC**  
National Police Chiefs' Council

 **sia**  
Security Industry Authority

**18+**

0292700579

Elizabeth Jane Verhees  
10 BURNFOOT COURT  
GRANGEMOUTH  
Scotland  
FK3 0AL



31600



Adult Disability Payment  
PO Box 27155  
GLASGOW  
G4 7DX

Freephone: 0800 182 2222  
mygov.scot/benefits

30 January 2026

### Extra support and benefits

Dear Elizabeth Jane,

#### Help and support you may be entitled to

Because you get Adult Disability Payment, you may be entitled to extra support like:

- help with housing, transport and travel
- benefits and services for people who care for you

This letter tells you about the kind of help and support you may be able to get.

#### If your benefit has moved to us from DWP

If your benefit has moved to us:

- you do not have to reapply for any extra help or support you already get
- you'll still need to complete any renewals as usual

You should read the rest of this letter to find out if there's anything else you need to do. You can also check your award letter for details.

#### Universal Credit

If you get Universal Credit, you should tell them you now get Adult Disability Payment. This will make sure your payments continue. To update your Universal Credit account, you can either:

- sign into your account at [gov.uk/sign-in-universal-credit](https://gov.uk/sign-in-universal-credit)

Dignity, fairness, respect.

