

NHS Dumfries and Galloway

Date 28/05/2026

Mountainhall Treatment Centre
Bankend Road
Dumfries
DG14AP

Ref: 100370

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

Client Name: Miss Helen Martin
Client Reference: 100370
Client Address: 26 Firmuir Avenue, Thornhill, DG3 5HY
Date of Birth: 31/10/1990
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. 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

T: 0161 563 0816

DEED OF AUTHORITY & CONSENT

| THIS DEED is made on the date of signature below by (the “Client”) | |
|---|---|
| Full Name: | Helen Martin |
| Date of Birth: | 31/10/1990 |
| Previous Names (if any): | |
| Current Address: | 26 Firmuir Avenue Thornhill DG3 5HY |
| Previous Addresses (relevant to care placements): | |
| CHI / NHS Number (if known): | |

| IN FAVOUR OF (the “Representative”) | |
|--|---------------------------------------|
| 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

MMA Legal Limited, a company registered in England and Wales (registered number: 13900519) is authorised and regulated by the Solicitors Regulation Authority. Access the SRA’s rules at

<http://www.sra.org.uk/solicitors/handbook/welcome.page>

SRA Number: 8000579

- 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 | Helen Martin |
| Date | 25/03/2026 |

| Witness | |
|------------|--|
| Name | Billie Tyrie |
| Address | SToK, 43-59 Princes Street, Stockport, SK1 1RY |
| Occupation | Case Handler |
| Signature | Billie Tyrie |
| Date | 25/03/2026 |

Completion Certificate


Reference ID: 68b2fd23-90ea-43cc-88c4-1095ded4ad0e

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity
Total Pages: 4
Sent By: Billie Tyrie (85.255.236.51)
Completed Date: Mar 26, 2026 12:06:50 UTC

Signer Information

Name: Miss Helen Martin
Email: helenfullarton3@gmail.com
Telephone: 07506549848
IP Address: 81.151.39.29



Verified Electronic Signature

Audit Trail

| Action | Timestamp | IP Address |
|---------------------------------------|---------------------|---------------|
| Created | 2026-03-25 17:32:57 | System |
| Document link sent to client by email | 2026-03-25 17:32:57 | System |
| Document link sent to client by sms | 2026-03-25 17:32:58 | System |
| Document link opened by client | 2026-03-25 17:33:06 | 74.125.208.43 |
| Document electronically signed | 2026-03-26 12:06:50 | 81.151.39.29 |

Security Verification

SHA-256 Checksum: f5a107f44c078c8726a7e23cbd8b37518d1c52841a0973cdb925187251a351b1

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

Extract of an entry in a REGISTER of BIRTHS
 Registration of Births, Deaths and Marriages (Scotland) Act 1965

BE 0267727 CE

| | | | | | | | | |
|---|--|-----------------|-----------|--|---|-----------------|----|-----|
| BIRTH | | Date of No. 680 | Year 1995 | Entry No. 174 | N.H.S. No. | 680 | 90 | 717 |
| Registered in the District of <u>Ayr</u> | | | | | | | | |
| 1. Surname <u>Fullarton</u> | | | | | | 2. Sex <u>F</u> | | |
| Name(s) <u>Melen Louise Elizabeth Capperauld Portillo Young</u> | | | | | | | | |
| 3. When born <u>1990</u> <u>October, Thirtieth</u> <u>0806 hours</u> | | | | 4. Where born <u>Ayrshire Central Hospital</u> <u>Tronico</u> | | | | |
| 5. Mother's name(s) and surname <u>Beverly Mary Capperauld Portillo</u> <u>PORTILLO</u> | | | | | 6. Maiden surname <u>Young</u> | | | |
| 7. Mother's usual residence (if different from 4 above) | | | | | | | | |
| 8 <u>Cassillis Street Ayr</u> | | | | | | | | |
| 8. Father's name(s) and surname <u>John Harvey Cuthbert Fullarton</u> | | | | | | | | |
| 9. Occupation <u>Landscape Gardener</u> | | | | | | | | |
| 10. Date and place of parents' marriage | | Year | Month | Day | Place | | | |
| | | <u>1983</u> | <u>3</u> | <u>23</u> | <u>Ayr</u> | | | |
| 11. Informant's signature and qualification <u>(Signed) B Fullarton</u> <u>Mother</u> | | | | | | | | |
| 12. When registered | | Year | Month | Day | 13. <u>(Signed) Stuart W Kerr</u> <u>Assistant Registrar</u> | | | |
| | | <u>1995</u> | <u>4</u> | <u>12</u> | | | | |
| 14. | | | | | | | | |

Extracted from the Register of Births

on Twentyseventh August 2001

Carolyn Cuitken Asst Registrar

The above particulars incorporate any subsequent corrections or amendments to the original entry made with the authority of the Registrar General.

Warning

It is an offence under section 53(3) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965 for any person to pass as genuine any copy or reproduction of this extract which has not been made by a district registrar or assistant registrar and authenticated by his signature. This includes any photocopy made by any other person. Any person who falsifies or forges any of the particulars on this extract or knowingly uses, gives or sends as genuine any false or forged extract is liable to prosecution under section 53(1) of the said Act. This extract is evidence of an event recorded in a register of births. It is NOT evidence of the identity of the person presenting it.

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PROVISIONAL DRIVING LICENCE



19.02.2036

FEB36

1. MARTIN
2. MRS HELEN LOUISE E
3. 31.10.1990 SCOTLAND
- 4a. 20.02.2026 4c. DVLA
- 4b. 19.02.2036
5. MARTI960310HL9VF 39
7. 
8. 26 FIRMUIR AVENUE, CLOSEBURN, THORNHILL,
DG3 5HY
9. AM/A/B/f/k/q

