

Date 22/04/2026

**DAPL Mental Health**

1-2 Parkdale Avenue

Leven

Fife

KY85AQ

Ref: 100200

Subject: Data Subject Access Request – Mental Health Records

Client Name:

100200

Address:

Date of Birth:

Also Known As:

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 within your mental health services, across all systems and formats.

This includes, but is not limited to:

Full mental health records and care files

Psychological and psychiatric assessments

Therapy and counselling records, including session notes

Clinical notes and free-text entries

Risk assessments and safeguarding records

Care plans and treatment plans

Correspondence between clinicians and external agencies

Referral records and outcomes

Crisis team or liaison team involvement

Any records of disclosures made by the patient  
Any scanned documents, attachments, or archived materials

### **Format Requirement**

We require a complete record disclosure, including detailed clinical and therapy notes.  
Please do not provide a summary or abbreviated extract in place of the full record.

### **Historical Records**

Please ensure searches include:

Archived and legacy systems

Paper and scanned records

Records held under previous service structures or successor organisations

### **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 was known to your service

Details of any alternative or successor service providers

### **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:	<b>Paul Hepburn</b>
Date of Birth:	12/01/1988
Previous Names (if any):	
Current Address:	19 Cresswell Wynd, Dumfries, DG1 2LT

Previous Addresses (relevant to care placements):	68 Osbourne Crescent, Dumfries, DG2 9JU
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.com
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>Paul Hepburn</i>
Print Name	Paul Hepburn
Date	Feb 24 2026 14:33 GMT

Witness	
Name	Elliot Logan
Address	MMA Legal Stok, SK1 1RY
Occupation	
Signature	<i>Elliot Logan</i>
Date	Feb 24 2026 15:07 GMT

# Certificate of Completion

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## Summary

**Document ID:** 4AE803519-P4J0LFGNWEWVEIM1JG5Y\_TMAPIGYJ1AFPYNPD4Q03ZG

**Document name:** Redress Client Pack Updated

**Sent by:** Elliot Logan <elliott@gmmb.uk>

**Organization:** MMA Legal Limited

**Sent on:** Feb 24, 2026 14:31:03 GMT

**Completed on:** Feb 24, 2026 15:07:25 GMT

**Sign order:** Sequential

**No. of documents:** 1

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

**Signers:** 3

**Receives a copy:** 0

**Approvers:** 0

**Witnesses:** 0

**Recipient reviewers:** 0

## Recipients



Paul Hepburn  
phepburn44@gmail.com  
|+44-7549891005

Signature

*Paul Hepburn*

**Emailed on:** Feb 24, 2026 14:31:04 GMT

**Viewed on:** Feb 24, 2026 14:32:00 GMT

**Terms agreed on:** Feb 24, 2026 14:32:05 GMT

**Signed on:** Feb 24, 2026 14:33:27 GMT

**Sent via SMS on:** Feb 24, 2026 14:31:04 GMT

**Accessed from:** 95.146.65.21

**Device used:** Mobile

**Authentication type:** None



Matthew Bell  
matt.bell@mmalegal.co.uk

Signature

*Matthew Bell*

**Emailed on:** Feb 24, 2026 14:33:27 GMT

**Viewed on:** Feb 24, 2026 14:33:42 GMT

**Terms agreed on:** Feb 24, 2026 14:33:45 GMT

**Signed on:** Feb 24, 2026 14:33:54 GMT

**Accessed from:** 212.54.135.150

**Device used:** Web

**Authentication type:** None



Elliot Logan  
elliott@gmmb.uk

Signature

A handwritten signature in black ink that reads "Elliot Logan". The signature is written in a cursive style with a prominent initial 'E'.

**Emailed on:** Feb 24, 2026 15:02:47 GMT

**Viewed on:** Feb 24, 2026 15:03:04 GMT

**Terms agreed on:** Feb 24, 2026 15:04:19 GMT

**Signed on:** Feb 24, 2026 15:07:25 GMT

**Accessed from:** 195.21.72.3

**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.





Dumfries & Galloway Royal Infirmary  
Cargenbridge  
DG2 8RX

PAUL HEPBURN  
19 CRESSWELL WYND  
DUMFRIES  
DG1 2LT

Date 29 January 2026  
Our Ref 1201883334  
Enquiries to 01387 241435

Dear PAUL HEPBURN

An appointment has been made for you to attend the X-Ray Department at Dumfries & Galloway Royal Infirmary for the following examination:

Examination: US Testes  
Appointment Date & Time: Monday 16 February 2026 at 10:20 AM  
Hospital: Dumfries & Galloway Royal Infirmary

**Please report to the X-Ray Reception desk within X-Ray/Imaging and please bring this letter along with you.**

**Preparing for your appointment**

If you need to change or cancel this appointment or are unable to attend on the day for any reason please phone 01387 241435 between 8.30am & 5pm (Mon-Fri).

If you have not contacted us on the above number to decline this appointment within 7 days we will assume that you are accepting this appointment offer. If you fail to attend, you might not be given another appointment. If you are unable to attend you can choose to reschedule or cancel, please note that this will restart your waiting time from the date that you cancel.

If you are admitted to hospital prior to your appointment, please let the staff on the ward know that you have an appointment booked.

Help us to ensure all our appointments are used and make your contribution to improving efficiency in your NHS. If you do not attend for this appointment your request will be returned to the referrer who will need to re-refer you for another appointment which will restart the waiting time.

**Ultrasound Information**

**What will happen?**

You may be asked to undress and put on a hospital gown. Wearing loose clothing can make you feel more comfortable.

You will be asked to lie on a couch and Ultrasound gel will be placed on the area to be examined. A small scan probe will then be passed over the skin and the sound waves that it produces build up a picture on a Screen.

The examination takes approximately 20 minutes, and as there are no known after effects you may continue normal activity afterwards.