

West Lothian Council

Date 30/06/2026

Howden South Road
Livingston
EH54 6FF

Our Ref: DSAR-20260630-6D0842
Client Ref: 100287

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our
Reference: 100287

Client Name: Mr Frank Woodward
Client Address: 11 St. Catherines Crescent, Shotts , ML7 4JG
Client Reference: 100287
Date of Birth: 22/12/1960
Name in Care:
Previous Address:
Parents Names: Mother: - Father:

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:
Litherton assesment centre- Edinburgh: 1974
oakbank approved school – Aberdeen-: 1974- 1977

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. 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 570 0550

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	Frank Woodward
Date of Birth:	22/12/1960
Previous Names (if any):	
Current Address:	11 St. Catherines Crescent Shotts ML7 4JG
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

- 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	Frank Woodward
Date	16/03/2026

Witness	
Name	Billie Tyrie
Address	SToK, 43-59 Princes Street, Stockport, SK1 1RY
Occupation	Case Handler
Signature	Billie Tyrie
Date	16/03/2026

Completion Certificate

Reference ID: 86bd4e6b-b3d9-471c-949d-36130eda1235

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity
Total Pages: 4
Sent By: Billie Tyrie (85.255.236.53)
Completed Date: Mar 16, 2026 14:04:05 UTC

Signer Information

Name: Mr Frank Woodward
Email: giizzmo22@gmail.com
Telephone: 07720827751
IP Address: 85.255.232.49



Verified Electronic Signature

Audit Trail

Action	Timestamp	IP Address
Created	2026-03-16 11:41:49	System
Document link sent to client by email	2026-03-16 11:41:49	System
Document link sent to client by sms	2026-03-16 11:41:50	System
Document link opened by client	2026-03-16 11:43:33	85.255.232.49
Document electronically signed	2026-03-16 14:04:05	85.255.232.49

Security Verification

SHA-256 Checksum: e1d043e6dfdbc68d0614bd99bbfdfed1a2dcf2a427fdd91eb54a795f6358c9e0

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

**Royal Bank
of Scotland**

Summary	
Statement Date	20 FEB 2025
Period Covered	22 FEB 2025 to 20 FEB 2025
Previous Balance	£1,958.23 OF
Paid In	£1,888.56
Withdrawn	£87.34
New Balance	£157.01 OF
BIC	RBOSGB22
IBAN	GB34RBS083270700291841

Date	Description	Paid In(€)	Withdrawn(€)	Balance(€)
22 FEB 2025	BROUGHT FORWARD			1,958.23
28 FEB	Interest 28FEB A/C 00291845		11.56	1,969.79
03 MAR	Automated Credit WOODWARD FW	157.38		1,812.41
31 MAR	Interest 31MAR A/C 00291845		11.84	1,824.25
01 APR	Automated Credit WOODWARD FW	157.38		1,666.87
30 APR	Interest 30APR A/C 00291845		10.49	1,677.36
01 MAY	Automated Credit WOODWARD FW	157.38		1,519.98
30 MAY	Interest 30MAY A/C 00291845		9.56	1,529.54
02 JUN	Automated Credit WOODWARD FW	157.38		1,372.16
30 JUN	Interest 30JUN A/C 00291845		8.99	1,381.15
01 JUL	Automated Credit WOODWARD FW	157.38		1,223.77
31 JUL	Interest 31JUL A/C 00291845		7.96	1,231.73
01 AUG	Automated Credit WOODWARD FW	157.38		1,074.35
29 AUG	Interest 29AUG A/C 00291845		6.55	1,080.90
01 SEP	Automated Credit WOODWARD FW	157.38		923.52
30 SEP	Interest 30SEP A/C 00291845		6.28	929.80
01 OCT	Automated Credit WOODWARD FW	157.38		772.42
31 OCT	Interest 31OCT A/C 00291845		5.04	777.46
03 NOV	Automated Credit WOODWARD FW	157.38		620.08
28 NOV	Interest 28NOV A/C 00291845		3.73	623.81
01 DEC	Automated Credit WOODWARD FW	157.38		466.43
31 DEC	Interest 31DEC A/C 00291845		3.32	469.75
02 JAN 2026	Automated Credit WOODWARD FW	157.38		312.37
30 JAN	Interest 30JAN A/C 00291845		2.02	314.39
02 FEB	Automated Credit WOODWARD FW	157.38		157.01

Paying less than the agreed sum
If you pay less than the agreed payment in most cases it is likely to take you longer and may cost you more to pay off the debt under the agreement. In some cases, making one payment under the agreement allows interest off your loan to temporarily decrease but to discuss terms for the rest of the agreement. This may also need to seek advice or refer to the loan agreement for more information on the terms of the agreement. Please contact your lender for more information.

