

Cos Lane Medical Practice

Date 26/08/2026

Cos Lane
Glenrothes
KY7 4AQ

Our Ref: DSAR-20260826-7305FD

Client Ref: 100357

Subject: Data Subject Access Request - Full GP Medical Records - Our Reference:100357

Client Name: Miss Sarah Louise Lawson

Client Reference: 100357

Client Address: 71 Scott Road, Glenrothes, KY6 1AF

Date of Birth: 21/09/1977

Name in Care:

Previous Address:

NHS Number:

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 a complete copy of the patient's full medical records, including all data held in electronic, paper, and archived formats.

This specifically includes:

Full GP records (not a summary printout)

Consultation notes and free-text entries

Historical paper records (including Lloyd George records where applicable)

Coded clinical data

Correspondence to and from hospitals, specialists, and external providers

Mental health records held within the GP file

Safeguarding concerns or alerts

Referral records and outcomes

Medication and prescription history
Any scanned documents or attachments

Format Requirement

We require a full record extract, not a patient summary or abbreviated report.

Where possible, please provide a complete system export including consultation notes and attachments.

Historical Records

Please ensure searches include:

Archived and legacy systems

Paper and scanned records

Records transferred from previous GP practices

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 with reasons in writing.

Non-Holding of Data

If you do not hold a complete record, please confirm:

The dates of records held

Details of any previous GP practices

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,

Leah Pearson

Investigations Team

MMA Legal Limited

E: evidence@mmalegal.co.uk

T: +441615700550

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	Sarah Louise Lawson
Date of Birth:	21/09/1977
Previous Names (if any):	
Current Address:	71 Scott Road Glenrothes KY6 1AF
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	Sarah Louise Lawson
Date	25/03/2026

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

Completion Certificate

Reference ID: 373027b0-dad9-4651-af4d-c3b12a3399aa

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity
Total Pages: 4
Sent By: James Ryan (195.21.72.3)
Completed Date: Mar 25, 2026 10:29:13 UTC

Signer Information

Name: Miss Sarah Louise Lawson
Email: sarahlawson102@btinternet.com
Telephone: 07871964832
IP Address: 92.239.42.211



Verified Electronic Signature

Audit Trail

Action	Timestamp	IP Address
Created	2026-03-25 10:28:26	System
Document link sent to client by email	2026-03-25 10:28:27	System
Document link sent to client by sms	2026-03-25 10:28:27	System
Document link opened by client	2026-03-25 10:28:46	92.239.42.211
Document electronically signed	2026-03-25 10:29:13	92.239.42.211

Security Verification

SHA-256 Checksum: bc80743a7652faf513a7866f619db2d6963f20be60a47c81191c8cfcb6a81b67

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

Queen Margaret Hospital
Whitefield Road
Dunfermline
Fife
KY12 0SU

Day Surgery Unit
Tel: 01383 623623 01383 627010
<http://www.nhsfife.scot.nhs.uk>



Dr C Lindsay
Cos Lane Surgery
Woodside Road
Glenrothes
Fife
KY7 4AQ



CHI: 2109770287

Letter ID: 200447043

Date: 11 March 2026

Dear Dr Lindsay

Sarah Lawson, 71 Scott Road, Glenrothes, Fife, KY6 1AF

Date of Birth: 21/09/1977

Date of Admission: 11/03/2026

Date of Discharge: 11/03/2026

Your patient was admitted for surgery under the care of Mr Middleton

Diagnosis: Left hallux abducto valgus deformity

Operation: Left scarf akin osteotomy under general anaesthetic

Medicines on Discharge: Ibuprofen 400mg, Cocodamol 30/500mg, pre-pack supplied

Further information:

Information and contact numbers supplied

Full weight-bearing with Darco shoe for 6 weeks

Dressing: Blue swabs, mepitel, wood wool and crepe bandage to wound

Dressings to remain dry and intact until follow up appointment

Sutures: Absorbable

→ Follow up at the Nurse Led clinic on 26/03/2026 at 15:00, National Treatment Centre, Kirkcaldy

→ Follow up with Consultant on 23/04/2026, appointment details will arrive via post

"If you have any concerns or post-surgical problems between the hours of 8am and 7:30pm please contact 01592 643355 extension 22685. You will then be able to discuss your concerns with a member of nursing staff who will triage your concerns and direct your care to the appropriate team member. You may be asked to attend for review at the Orthopaedic Urgent Review Clinic. It is of vital