

Scottish Prison Service

Date 07/05/2026

Scottish Prison Service Headquarters
1 Lochside Avenue
Edinburgh
EH129DJ

Ref: 100103

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018

Client Name: Mr George Macdonald
Client Address: 40 Rodel Drive, Polmont, FK2 0YU
Client Reference: 100103
Date of Birth: 25/02/1960
Also Known As:
Name in Care:

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:
Glenochil: 1976

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 563 0816

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	George MacDonald
Date of Birth:	25 February 1960
Previous Names (if any):	
Current Address:	40 Rodel Drive, Polmont, FK2 0YU
Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

IN FAVOUR OF (the “Representative”)	
Firm Name:	MMA Legal Limited
Address	43-59 Princess Street, Stockport
Postcode	SK1 1RY
Email	evidence@mmalegal.co.uk
Telephone Number	0330 341 3679

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

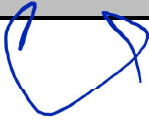
In the event of non-compliance, refusal, or unreasonable delay in responding to a lawful request made under this Deed, the Client and/or the Representative reserve the right to pursue any statutory or regulatory remedies available under applicable law.

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	
Print Name	George MacDonald
Date	04/03/2026

Witness	
Name	Elliott Logan
Address	
Occupation	Case Handler
Signature	Elliott Logan
Date	04/03/2026

Completion Certificate

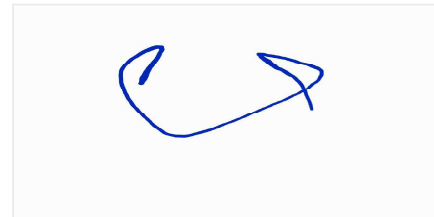
Reference ID: 5a547cd0-89a6-4e27-870c-0f475cf52bad

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity
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Signer Information

Name: George MacDonald
Email: georgecwmacdonald@gmail.com
Telephone: 07732906162
IP Address: 82.34.252.236



Verified Electronic Signature

Audit Trail

Action	Timestamp	IP Address
Created	2026-03-04 11:24:29	System
Document link sent to client by email	2026-03-04 11:24:29	System
Document link sent to client by sms	2026-03-04 11:24:30	System
Document link opened by client	2026-03-04 11:26:36	82.34.252.236
Document electronically signed	2026-03-04 11:28:06	82.34.252.236

Security Verification

SHA-256 Checksum: b11219020975a3faf543d5be032e34afa98f3163d2c58d5b3d563a55ae472ad6

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

FALKIRK COUNCIL

Council Tax and Water Service Charges

Demand Notice for 2026/27

Reason for Issue: Annual Bill

Date of Issue: 16/03/2026

Ways to contact us

Online: www.falkirk.gov.uk

Call: 01324 506070

Email: revenues1@falkirk.gov.uk

Account Number 033481055

Property Address

40 Rodel Drive

Polmont

Falkirk

FK2 0YU



99600/00034/0008643
George McDonald
Linda McDonald
40 Rodel Drive
Polmont
Falkirk
FK2 0YU

You pay by Direct Debit - this letter is for information only.

1 payment of 197.33 on 01/04/2026

11 payments of 197.28 each month from 01/05/2026 until 01/03/2027

Please help us to save money and go to www.falkirk.gov.uk/ectax to set up ebilling. Thank you.

Your Council Tax and Water Services Charge Calculation

Period		Period Charge - Band D			
From	To	Council Tax	Water	Waste Water	Total
01/04/2026	31/03/2027	1,715.09	301.95	350.37	2,367.41
Balance outstanding for other years:					0.00
All information is as at 05/03/2026		PAID (including credit from previous years)			0.00
AMOUNT DUE FOR 2026/27					2,367.41

Information on all reliefs, reductions and exemptions is available online at www.falkirk.gov.uk/counciltax.

That page also explains how your Council Tax is spent, how to appeal if you think your bill is wrong, and what will happen if you do not pay your instalments. **If you think your bill is incorrect let us know straight away.**

Your Council Tax bill includes the charges for your water supply and waste water collection services from Scottish Water. These charges allow Scottish Water to operate and improve services in communities across Scotland. For more details and to view/download their leaflet visit: www.scottishwater.co.uk/unmeteredcharges. To find out more about Scottish Water, their code of practice and keep up to date with what they are doing in your area visit: www.scottishwater.co.uk; Email: help@scottishwater.co.uk; or call the Scottish Water Customer Helpline free 24/7 on 0800 0778778. For FREE text alerts from Scottish Water to keep you updated on essential information about any water issues in your area sign up at: <https://customer.scottishwater.co.uk/alerts>.

PRIVACY NOTICE Falkirk Council is the data controller of your personal data used in the assessment, administration and collection of Council Tax. This is a requirement under the Local Government Finance Act 1992.

We have a duty to protect public funds. Details are checked within the Council for the prevention of fraud and verification purposes. Information may be shared with other public bodies where the Council is required or permitted to do so by law. You have the right to request access to your personal data and other data protection rights. Further details of your rights (and our full privacy notice) may be obtained from our website at www.falkirk.gov.uk/privacy or email us at data.protection@falkirk.gov.uk.

If you're struggling to pay bills, you could get extra help. It's quick and easy to check using our Benefits Calculator.

It only takes a few minutes and shows what support you might get with living costs, including rent and Council Tax. It also highlights other help available locally.

Already getting benefits, or don't think you're entitled? It's still worth checking. You might be missing out on extra support.



