

NHS Greater Glasgow and Clyde

Date 07/05/2026

Health Records Manager
Nhs Greater Glasgow And Clyde
Admin Building Level 2
G120XH

Ref: 100252

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

Client Name: Mr Lewis James Duncan
Client Reference: 100252
Client Address: Sandrigg Farm Cottage, Annan Road, Dumfries, DG1 3SF
Date of Birth: 22/10/1984
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:	Lewis James Duncan
Date of Birth:	22/10/1984
Previous Names (if any):	
Current Address:	Sandrigg Farm House Annan Road Dumfries DG1 3SF
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	Lewis James Duncan
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: c8c3869a-5b68-43b0-aada-9e106fda5a09

Document Details

Document Name(s): part-1, part-3, loa, fee-clarity
Total Pages: 4
Sent By: Billie Tyrie (85.255.236.53)
Completed Date: Mar 16, 2026 11:50:31 UTC

Signer Information

Name: Mr Lewis James Duncan
Email: duncanlewis742@gmail.com
Telephone: 07526045085
IP Address: 82.132.231.38



Verified Electronic Signature

Audit Trail

Action	Timestamp	IP Address
Created	2026-03-16 11:48:35	System
Document link sent to client by email	2026-03-16 11:48:35	System
Document link sent to client by sms	2026-03-16 11:48:36	System
Document link opened by client	2026-03-16 11:50:21	82.132.231.38
Document electronically signed	2026-03-16 11:50:31	82.132.231.38

Security Verification

SHA-256 Checksum: 0a17be36a5c4f525c19989ea391d7c1eac8ed829b64eedab67fb4e7b9d2f2d81

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

14:31



1 of 3

Page 1 of 3

19 February 2026



MR L DUNCAN
SANDRIGG FARM COTTAGE
ANNAN ROAD
DUMFRIES
DUMFRIESSHIRE
DG1 3SF



Statement No. 2
Branch EDINBURGH MORNINGS
Sort Code 80-46-47
Account No 15514965
IBAN GB18 BOFS 8046 4715 5149 65
BIC BOFSGBST100
Banking Helpline 03457 801801

www.bankofscotland.co.uk

BASIC ACCOUNT

20 January 2026 to 19 February 2026

Your Account

Date of previous statement	19 January 2026
Balance on 20 Jan 2026	£0.00
Money in	£528.21
Money out	£527.50
Balance on 19 Feb 2026	£0.71

Fees Explained

Other fees for special services and details of all other fees and charges for personal customers are detailed in either the Banking Charges guide; the Reward payments, interest and account fees leaflet; or the Price List (Private Banking), depending upon which type of account you have.

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

B(P) 11047041

BIRTH		District No. 231	Year 1984	Entry No. 442	N.H.S. No.	231	84	442
REGISTERED IN THE DISTRICT OF <u>Inverness</u>								
1. Surname <u>Auncan</u>						2. Sex <u>m</u>		
Name(s) <u>Lewis James</u>								
3. When born <u>19.84 October</u>			4. Where born <u>Rainrose Hospital Inverness</u>					
						<u>1705 hours</u>		
5. Mother's name(s) and surname <u>Carolyn Auncan</u>						6. Maiden surname <u>Dodd</u>		
7. Mother's usual residence (if different from 4 above) <u>Lochrys Cottage Back Street, Sunnyside, Golspie</u>								
8. Father's name(s) and surname <u>Wilbert James Auncan</u>								
9. Occupation <u>Smelting Worker</u>								
10. Date and place of parents' marriage:			Year <u>1982</u>	Month <u>8</u>	Day <u>21</u>	Place <u>Yarrow</u>		
11. Informant's signature and qualification <u>J J Duncan Father</u>								
12. When registered			Year <u>1984</u>	Month <u>10</u>	Day <u>24</u>	13. <u>A. Mackenzie Asst Registrar</u>		
14.								

H 787 (2) M 2293 1/849 Pns. S.D.M. & L.L. 144 55273

EXTRACTED from the Register of Births for the District of Inverness
this Twentieth day of January 2024

Debra Walker Asst Registrar
District of South Ayrshire

The above particulars incorporate any subsequent corrections or amendments to the original entry made with the authority of the Registrar General. This extract is valid only if it has been authenticated by the signature of the district registrar or assistant registrar. If the particulars in the relevant entry in the statutory register have been reproduced by photography, xerography or some other similar process the signature must have been added after the reproduction has been made. A registrar will authenticate only the reproductions which have been produced by him.

Warning

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