

**Elmbank Group Practice**

Date 15/07/2026

Foresterhill Health Centre  
Aberdeen Royal Infirmary  
Foresterhill Rd  
Aberdeen  
AB252XE

Our Ref: DSAR-20260715-94A746

Client Ref: 100844

Subject: Data Subject Access Request - Full GP Medical Records - Our Reference:100844

Client Name: Mrs Anne West

Client Reference: 100844

Client Address: 11 Taransay Crescent , Aberdeen, AB16 6UG

Date of Birth: 13/09/1967

Name in Care: Anne West

Previous Address: Aberdeen

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](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 570 0550



Aberdeen Royal Infirmary  
Foresterhill  
Aberdeen AB25 2ZN

Mrs Anne West  
11 Taransay Crescent  
Aberdeen  
Aberdeenshire  
AB16 6UG

Date: 11/06/2026  
Enquiries to: 01224 554000

Email: gram.ophtalmologyop@nhs.scot  
CHI Number: 1309672164

Dear Mrs West

An appointment has been made for you with the **Ophthalmology – AMD Clinic**

Do you have any of the following symptoms:

A high temperature or fever; a new, continuous cough; a loss or alteration to taste or smell; any other symptoms of a respiratory virus or any positive tests for respiratory infection within the last 7 days.

If you have answered yes, please call the department and consider delaying your appointment or asking if possible for the appointment to be changed to a digital consultation.

Please note that telephone calls from NHS Grampian now begin with 0300 rather than the local area code.

|               |                                                                                                                                                                                                                                       |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date:         | Monday 29th June 2026                                                                                                                                                                                                                 |
| Time:         | 14:00                                                                                                                                                                                                                                 |
| Clinic:       | Dr Santiago - Nurse                                                                                                                                                                                                                   |
| Instructions: | This appointment will be held at the Eye Outpatient Department, Yellow Zone, Level 3, Aberdeen Royal Infirmary. This is accessed through the main entrance to ARI, proceed straight ahead to the Yellow Zone Lifts and up to Level 3. |

If you normally wear glasses, please bring them with you.

Patients attending the Eye Clinic may have drops to enlarge their pupils, meaning that you cannot drive for several hours after your appointment. Please take this into consideration when arranging transportation to your appointment.

## **DEED OF AUTHORITY & CONSENT**

| <b>THIS DEED is made on the date of signature below by (the “Client”)</b> |                                              |
|---------------------------------------------------------------------------|----------------------------------------------|
| Full Name:                                                                | Anne West                                    |
| Date of Birth:                                                            | 13/09/1967                                   |
| Previous Names (if any):                                                  |                                              |
| Current Address:                                                          | 11 Taransay Crescent<br>Aberdeen<br>AB16 6UG |
| Previous Addresses (relevant to care placements):                         |                                              |
| CHI / NHS Number (if known):                                              |                                              |

| <b>IN FAVOUR OF (the “Representative”)</b> |                                  |
|--------------------------------------------|----------------------------------|
| Firm Name:                                 | MMA Legal Limited                |
| Address                                    | 43-59 Princess 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                                    | Anne West                                                                         |
| Date                                          | 07/04/2026                                                                        |

|            |                                           |
|------------|-------------------------------------------|
| Witness    |                                           |
| Name       | Gemma Rawston                             |
| Address    | 43-59 Princess Street, Stockport, Sk1 1RY |
| Occupation | Case Handler                              |
| Signature  | Gemma Rawston                             |
| Date       | 07/04/2026                                |

# Completion Certificate

Reference ID: ae17577d-58b6-4e01-9993-ef10e6d52d1a

## Document Details

**Document Name(s):** part-1, part-3, cfa, loa, fee-clarity  
**Total Pages:** 4  
**Sent By:** Gemma Rawston (195.21.72.3)  
**Completed Date:** Apr 07, 2026 16:14:34 UTC

## Signer Information

**Name:** Mrs Anne West  
**Email:** colinwest718@gmail.com  
**Telephone:** 07832008591  
**IP Address:** 188.30.208.195



Verified Electronic Signature

## Audit Trail

| Action                                | Timestamp           | IP Address     |
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| Document electronically signed        | 2026-04-07 16:14:34 | 188.30.208.195 |

## Security Verification

SHA-256 Checksum: 50bbfc349200f9901fefbc4fd26141a57a30bd2c9df55130581752eb3247e56c

