

**Bruce Medical Centre**

2 Pollock Street  
Bellshill  
Lanarkshire  
ML41QD

Date 08/05/2026

Ref: 100256

Subject: Data Subject Access Request - Full GP Medical Records

Client Name: Mr James Haney  
Client Reference: 100256  
Client Address: 9 Community Place , Bellshill , ML4 2DG  
Date of Birth: 02/09/1961  
Also Known As:  
Name in Care:  
NHS Number:  
Previous Addresses:

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 563 0816



## **DEED OF AUTHORITY & CONSENT**

| <b>THIS DEED is made on the date of signature below by (the “Client”)</b> |   |
|---|---|
| Full Name:  | James Haney                               |
| Date of Birth:  | 02 Sep 1961                               |
| Previous Names (if any):  |   |
| Current Address:  | 9 Community Place<br>Bellshill<br>ML4 2DG |
| Previous Addresses (relevant to care placements):                         |   |
| CHI / NHS Number (if known):  |   |

| <b>IN FAVOUR OF (the “Representative”)</b> |                                       |
|--|---------------------------------------|
| 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**

MMA Legal Limited, a company registered in England and Wales (registered number: 13900519) is authorised and regulated by the Solicitors Regulation Authority. Access the SRA’s rules at

<http://www.sra.org.uk/solicitors/handbook/welcome.page>

SRA Number: 8000579

- 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                                    | James Haney  |
| Date  | 10/03/2026   |

| Witness    |  |
|------------|--|
| Name       | Elliott Logan                                  |
| Address    | SToK, 43-59 Princes Street, Stockport, SK1 1RY |
| Occupation | Case Handler                                   |
| Signature  | Elliott Logan                                  |
| Date       | 10/03/2026                                     |

# Completion Certificate

Reference ID: bc54790c-9035-44ab-84a6-d8b4e7b1e86e

## Document Details

**Document Name(s):** part-1, part-3, cfa, loa, fee-clarity  
**Total Pages:** 4  
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**Completed Date:** Mar 10, 2026 11:02:55 UTC

## Signer Information

**Name:** Mr James Haney  
**Email:** jim-tc@hotmail.co.uk  
**Telephone:** 07880235234  
**IP Address:** 176.27.45.191



Verified Electronic Signature

## Audit Trail

| Action                                | Timestamp           | IP Address    |
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| Created                               | 2026-03-10 11:01:00 | System        |
| Document link sent to client by email | 2026-03-10 11:01:00 | System        |
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| Document link opened by client        | 2026-03-10 11:01:08 | 74.125.208.44 |
| Document electronically signed        | 2026-03-10 11:02:55 | 176.27.45.191 |

## Security Verification

SHA-256 Checksum: 89a1ad13c4f1978cd37f182695f03c9b3a801366af6bcbbb7a627846fd3f6f85

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

University Hospital Monklands  
Monkscourt Avenue, Airdrie, ML6 0JS  
05/02/2026



Referral Management Service: 0300 303 0249

Opening Hours: Monday to Thursday: 8:00am-7:45pm / Friday: 8:00am-4:15pm

Mr James Haney  
9 Community Place  
Bellshill  
Lanarkshire  
ML4 2DG

Dear Mr Haney,  
**Outpatient appointment: University Hospital Monklands**  
**CHI number: 0209615214 Specialty: Neurology**

I am pleased to inform you that I have arranged an appointment for you at **Dr Sarah Louise Miller (Neuro)**'s clinic, on **Friday 11/12/2026 at 16:00**. Please report to **Outpatient Reception, Monklands Hospital** bringing this letter and a list of any medications you are taking. Please advise the receptionist if you have not lived in the UK for the past 12 months.

While we try to provide you with an appointment locally, this may not always be possible and you could be offered an appointment in another location or site.

To cancel or change your appointment, please contact us on the number at the top of this letter. New appointments should be declined within 7 days of the date on this letter to maintain your position on the waiting list.

You should be aware that you are entitled to two appointment offers. If you are unable to accept, any of these your clinical team may decide to remove you from the waiting list or reset your waiting time to zero

If you fail to attend your appointment (Do Not Attend), it is likely that you will be removed from the waiting list and returned back to the care of your GP. Please note any missed appointment costs the Health Service at least £136, so it is important that you contact us as soon as possible

You may receive an automated telephone reminder or text message approximately 1 week before your appointment date. You will need to confirm your name and year of birth for identification purposes using your telephone keypad. The reminder or text message will come from the following number: 01698 759000.

## PERSONAL LICENCE

The holder of this licence is qualified and permitted to sell alcohol under the terms of the Licensing (Scotland) Act 2005

*Licence number*

**NL5161**

*Name and Address of Licence Holder*

**James Haney  
9 Community Place  
Bellshill  
ML4 2DG**



*Name of Issuing Licensing Authority*

**NORTH LANARKSHIRE LICENSING BOARD**

*Expiry Date*

**15 April 2034**