

Date 13/04/2026

**Royal Infirmary of Edinburgh**

Health Records Department  
Royal Infirmary of Edinburgh  
51 Little France Crescent  
Edinburgh  
EH16 4SA

Ref: 100018

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

Client Name: Mr Donald Macmillan  
Client Reference: #100018  
Client Address: 75/2 Calder Gardens, EH11 4JX  
Date of Birth: 18/05/1958  
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](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.

We thank you for your assistance in this matter.

Yours faithfully,

Investigations Team  
MMA Legal  
E: [evidence@mmalegal.co.uk](mailto:evidence@mmalegal.co.uk)

T: 0161 563 0816