

Falkirk Council

Date 28/05/2026

The Foundry
4 Central Boulevard
Central Park
Larbert
FK54RS

Ref: 100336

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

Client Name: Miss Elizabeth Jayne Verhees
Client Address: 10 Burnfoot Court , Grangemouth, FK3 0AL
Client Reference: 100336
Date of Birth: 28/02/1972
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:
Foster Care Sterling: 1975 - 1982
Weedingshall House in Polmont, near Falkirk: 1892 - 1984

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

PASS Proof of Age Card

Issued by **CitizenCard**

POST
OFFICE

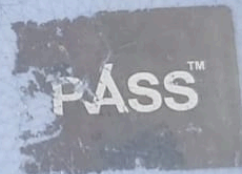


Name
**Elizabeth Jane WTL
Verhees**

DoB
28 Feb 1972

Expires on
30 Nov 2027

5843 6795 0104 6790



 **NPCC**
National Police Chiefs' Council

 **sia**
Security Industry Authority

18+

0292700579

Elizabeth Jane Verhees
10 BURNFOOT COURT
GRANGEMOUTH
Scotland
FK3 0AL



31600



Adult Disability Payment
PO Box 27155
GLASGOW
G4 7DX

Freephone: 0800 182 2222
mygov.scot/benefits

30 January 2026

Extra support and benefits

Dear Elizabeth Jane,

Help and support you may be entitled to

Because you get Adult Disability Payment, you may be entitled to extra support like:

- help with housing, transport and travel
- benefits and services for people who care for you

This letter tells you about the kind of help and support you may be able to get.

If your benefit has moved to us from DWP

If your benefit has moved to us:

- you do not have to reapply for any extra help or support you already get
- you'll still need to complete any renewals as usual

You should read the rest of this letter to find out if there's anything else you need to do. You can also check your award letter for details.

Universal Credit

If you get Universal Credit, you should tell them you now get Adult Disability Payment. This will make sure your payments continue. To update your Universal Credit account, you can either:

- sign into your account at gov.uk/sign-in-universal-credit

Dignity, fairness, respect.

