Niddrie Medical Practice
106 Niddrie
Mains Rd,
Edinburgh
EH164DT

Date 11/05/2026

Ref: 100282

Subject: Data Subject Access Request - Full GP Medical Records

Client Name: Ms Charmaine Mcdonald
Client Reference: 100282
Client Address: Flat 4 5 Matthew Street, Edinburgh, EH164GZ
Date of Birth: 31/12/1979
Also Known As: Charmaine Martha McDonald
Name in Care: Charmaine Martha McDonald
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. 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

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the "Client")	
Full Name:	Charmaine Mcdonald
Date of Birth:	31/12/1979
Previous Names (if any):	
Current Address:	Flat 4 5 Matthew Street Edinburgh EH164GZ
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 recorded

This 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	Charmaine Mcdonald
Date	12/03/2026

Witness	
Name	Elliott Logan
Address	STOK, 43-59 Princes Street, Stockport, SK1 1RY
Occupation	Case Handler
Signature	Elliott Logan
Date	12/03/2026

Completion Certificate

Reference ID: bd8c44ad-3bde-44d9-a11d-d84daf7c1d0b

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity

Total Pages: 4

Sent By: Elliott Logan (85.255.234.138)

Completed Date: Mar 12, 2026 14:04:03 UTC

Signer Information

Name: Ms Charmaine Mcdonald

Email: charmainemcdonald2017@gmail.com

Telephone: 07734167025

IP Address: 92.237.132.152

Verified Electronic Signature

Audit Trail

Action	Timestamp	IP Address
Created	2026-03-12 14:02:00	System
Document link sent to client by email	2026-03-12 14:02:00	System
Document link sent to client by sms	2026-03-12 14:02:01	System
Document link opened by client	2026-03-12 14:02:19	74.125.208.44
Document electronically signed	2026-03-12 14:04:03	92.237.132.152

Security Verification

SHA-256 Checksum: ba145c9bf6a6fcdd9924e34d67b619b1d689ae495a7164c2a52e3b011ac7161e

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

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL
Charmaine McDonald
6336 6812 6121 7303
Valid to - 16 FEB 2029
ITSO
633597 0273 3003 1535
saltirecard

SERVICES FOR COMMUNITIES

STATEMENT OF RENT ACCOUNT

REFERENCE:- 2801382617
TELEPHONE:- 0131 529 3111

·EDINBVRGH·
THE CITY OF EDINBURGH COUNCIL

DATE ISSUED:- 26 January 2026

THIS STATEMENT IS FOR YOUR REFERENCE AND SHOWS PAYMENTS RECEIVED UP TO THE ABOVE DATE.

MISS C MCDONALD
5/4 Matthew Street
Edinburgh
EH16 4GZ

0001346

	DESCRIPTION OF ENTRY	CHARGES	PAYMENTS	BALANCE DUE TO TENANT	BALANCE DUE TO COUNCIL
	BALANCE BROUGHT FORWARD				8866.62
025	STANDARD DEBIT	430.56			9297.18
025	PAYMENT - DWP UNIVERSAL CREDIT RENT APA PAYMENT		699.66		8597.52
025	PAYMENT - DHP Ongoing Payment		107.64		8489.88
25	STANDARD DEBIT	430.56			8920.44
25	MANUAL ADJUSTMENT		9297.18	376.74	
25	PAYMENT - DHP Ongoing Payment		107.64	484.38	
25	STANDARD DEBIT	430.56		53.82	

East Lothian Community Hospital
Alderston Road
Haddington
EH41 3PF

NHS Lothian