

**Kersiebank Medical Group**

Date 28/05/2026

Kersiebank Ave  
Grangemouth  
FK3 9EL

Ref: 100336

Subject: Data Subject Access Request - Full GP Medical Records

Client Name: Miss Elizabeth Jayne Verhees

Client Reference: 100336

Client Address: 10 Burnfoot Court , Grangemouth, FK3 0AL

Date of Birth: 28/02/1972

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

**PASS** Proof of Age Card

Issued by **CitizenCard**

POST  
OFFICE

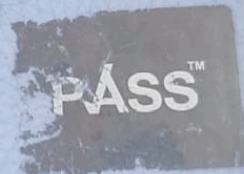


Name  
**Elizabeth Jane WTL  
Verhees**

DoB  
**28 Feb 1972**

Expires on  
**30 Nov 2027**

**5843 6795 0104 6790**



 **NPCC**  
National Police Chiefs' Council

 **sia**  
Security Industry Authority

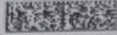
**18+**

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](https://gov.uk/sign-in-universal-credit)

Dignity, fairness, respect.

