

Benarty Medical Practice

Date 30/06/2026

54-58 Lochleven Road

Lochore, Fife

Scotland

KY58DA

Our Ref: DSAR-20260630-CE5282

Client Ref: 100229

Subject: Data Subject Access Request - Full GP Medical Records - Our Reference:100229

Client Name: Miss Mary Menzies

Client Reference: 100229

Client Address: 37 Ballingry Crescent , Ballingry, Lochgelly, KY5 8JB

Date of Birth: 29/06/1964

Name in Care: Mary Drummond

Previous Address:

NHS Number:

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 570 0550

Mary Menzies

Feb 17 2026 17:13 GMT

Mary Menzies

Feb 18 2026 09:19 GMT

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	Mary Menzies
Date of Birth:	29/06/1964
Previous Names (if any):	Drummond – Surname in care
Current Address:	37 Ballingry Crescent Ballingry Lochgelly KY5 8JB

Previous Addresses (relevant to care placements):	36 Mossbank Cowdenbeath KY4 9RR
CHI / NHS Number (if known):	

IN FAVOUR OF (the “Representative”)	
Firm Name:	MMA Legal
Address	43-59 Princes Street, Stockport
Postcode	SK1 1RY
Email	admin@mmalegalsolicitors.com
Telephone Number	0330 341 3679
CHI / NHS Number (if known):	

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	<i>Mary Menzies</i>
Print Name	Mary Menzies
Date	Feb 17 2026 17:13 GMT

Witness	
Name	Billie Kurn
Address	MMA Legal, Stok, SK1 1RY
Occupation	File Handler
Signature	<i>Billie Kurn</i>
Date	02/03/2026



Housing Service, Fife House, Glenrothes, KY7 5LT

Date:-

26th February 2026

Rent Reference:

003708049W-03



17277/4310269

316B

Mrs Mary Menzies
Mr Scott Menzies
037 Ballingry Crescent
Ballingry
KY5 8JB



New Fortnightly Rent Charge:-	£212.30
Total Fortnightly, Rent & Service Charge:-	£212.30
Total Weekly Charge:-	£106.15
Calendar Monthly Charge:-	£424.60

Dear Sir/Madam

Account Address: 037 Ballingry Crescent, Ballingry, KY5 8JB

Notice of Rent Increase – Following consultation with tenants through the rent survey in Down Your Street, Fife Council has agreed to increase rents from 6th April 2026. Your new rent is shown above. This letter gives you written notice of the increase, as required by Section 25 of the Housing (Scotland) Act 2001. Increases in other service charges (if any) are also shown.

If you are in receipt of Universal Credit or pay your rent by Direct Debit or Standing Order, there is guidance on the back of this letter, advising what you need to do. If you are in receipt of Housing Benefit, and there has been no change to your circumstances, no action should be required.

Please retain this letter for your records, as it contains your new rental charges and you may require it in the future.

You do not need to contact us to verify the details of your new rent charges. The information provided in this letter is accurate.

Our contact centre can assist you with any of the information in this letter 03451 55 11 55 Select Option 4, Opening hours are Monday – Friday 9am – 5pm.

Yours faithfully

John Mills
Head of Housing
Fife Council