

Date 22/04/2026

**NHS Fife**

Hayfield Road  
Kirkcaldy  
KY25AH

Ref: 100172

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

Client Name: Mr Richard Campbell Smith

Client Reference: 100172

Client Address: 48 Herriot Crescent, Leven, Methil, , KY8 3NE

Date of Birth: 04/09/1973

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

**DEED OF AUTHORITY & CONSENT**

<b>THIS DEED is made on the date of signature below by (the “Client”)</b>	
Full Name:	Richard Smith
Date of Birth:	4/9/1973
Previous Names (if any):	
Current Address:	48 Herriot Crescent Methil Leven KY8

	3NE
Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

<b>IN FAVOUR OF (the “Representative”)</b>	
Firm Name:	MMA Legal
Address	43-59 Princes Street, Stockport
Postcode	SK1 1RY
Email	admin@mmalegalsolicitors.co.uk
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>Richard Smith</i>
Print Name	Richard Smith
Date	Feb 16 2026 12:53 GMT

Witness	
Name	James Thompson
Address	MMA Legal Stok SK1 1RY
Occupation	File Handler
Signature	<i>James Thompson</i>
Date	16/2/2026

# Certificate of Completion

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## Summary

**Document ID:** 4AE803519-KSY1YADO\_FOEJMSD2QYZ-DBBUWNU8AJ\_GCEY3RQJZFM

**Document name:** REDRESS REDO

**Sent by:** Ben Jacobs <ben@gmmb.uk>

**Organization:** MMA Legal Limited

**Sent on:** Feb 16, 2026 10:53:51 GMT

**Completed on:** Feb 16, 2026 12:56:42 GMT

**Sign order:** Sequential

**No. of documents:** 1

**Time zone:** Europe/London (GMTZ)

**Signers:** 2

**Receives a copy:** 0

**Approvers:** 0

**Witnesses:** 0

**Recipient reviewers:** 0

## Recipients



Richard Smith  
smiffyboy1973@yahoo.com

### Signature

*Richard Smith*

**Emailed on:** Feb 16, 2026 10:53:51 GMT

**Viewed on:** Feb 16, 2026 12:32:39 GMT

**Terms agreed on:** Feb 16, 2026 12:49:18 GMT

**Signed on:** Feb 16, 2026 12:53:53 GMT

**Accessed from:** 188.30.197.170

**Device used:** Mobile

**Authentication type:** None



Matthew Bell  
matt.bell@mmalegal.co.uk

### Signature

*Matthew Bell*

**Emailed on:** Feb 16, 2026 12:53:53 GMT

**Viewed on:** Feb 16, 2026 12:56:32 GMT

**Terms agreed on:** Feb 16, 2026 12:56:35 GMT

**Signed on:** Feb 16, 2026 12:56:42 GMT

**Accessed from:** 212.54.135.150

**Device used:** Web

**Authentication type:** None

# Legal Disclosure

## ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

Please read the following information carefully. By clicking the 'I agree' button, you agree that you have reviewed the following terms and conditions and consent to transact business electronically using Zoho Sign electronic signature system. If you do not agree to these terms, do not click the 'I agree' button.

### Electronic documents

Please note that MMA Legal Limited ("we", "us" or "Company") will send all documents electronically to you to the email address that you have given us during the course of the business relationship unless you tell us otherwise in accordance with the procedure explained herein. Once you sign a document electronically, we will send a PDF version of the document to you.

### Request for paper copies

You have the right to request paper copies of these documents sent to you electronically from [admin@mmalegalsolicitors.co.uk](mailto:admin@mmalegalsolicitors.co.uk). Alternatively, you also have the ability to download and print these documents sent to you electronically, and re-upload a scanned copy of the printed and physically signed documents. If you, however, wish to request paper copies of these documents sent to you electronically, you can write back to the sender.

### Withdrawing your consent

At any point in time during the course of our business relationship, you have the right to withdraw your consent to receive documents in electronic format. If you wish to withdraw your consent, you can decline to sign a document that we have sent to you and send an email to [admin@mmalegalsolicitors.co.uk](mailto:admin@mmalegalsolicitors.co.uk) informing us that you wish to receive documents only in paper format. Upon request from you, we will stop sending documents using Zoho Sign electronic signature system.

### To advise MMA Legal Limited of your new email address

If you need to change the email address that you use to receive notices and disclosures from us, write to us at [admin@mmalegalsolicitors.co.uk](mailto:admin@mmalegalsolicitors.co.uk)

### System requirements

Compatible with recent versions of popular browsers such as Chrome, Firefox, Safari, and Edge. Zoho Sign is also available on iOS and Android devices.

www.fife.gov.uk/counciltax

ACCOUNT NO: 174924098  
INVOLVEMENT ID: 1075266



DEMAND NOTICE FOR COUNCIL  
TAX, WATER AND WASTE  
WATER CHARGES

35/69/1/1/4292273  
Mr Richard Smith  
48 Herriot Crescent  
Methil  
Leven  
KY8 3NE

316A

DATE OF ISSUE 06 February 2026

PROPERTY

Mr RICHARD SMITH  
48 HERRIOT CRESCENT  
METHIL  
LEVEN  
KY8 3NE



ANNUAL CHARGE 2023/24		Council Tax	Water	Waste Water	Total
Property Band	A	£923.45	£154.98	£179.88	£1,258.31
Disabled Relief (see note 4 on reverse)					

You are liable to pay the following Council Tax, Water and Waste Water Charges for the above property.

Period of Charge		Days	Council Tax	Water	Waste Water	Total
01-Apr-23	31-Mar-24	366	£923.45	£154.98	£179.88	£1,258.31
Empty Property / 2nd Home Variation						
<b>DEDUCTIONS</b>						
Discount (only one person resides here)			£230.86	£38.75	£44.97	£314.58
Exemption						
Rebate / Reduction			£692.59	£0.00	£0.00	£692.59
Water & Waste Water charge reduction				£15.72	£17.77	£33.49
<b>NET AMOUNT DUE</b>			£0.00	£100.51	£117.14	£217.65
Cash paid to 04-Feb-26 including transfers						£0.00
Surcharge						£21.77
<b>NET AMOUNT PAYABLE</b>						£239.42

The breakdown of the above deductions is for information only and may contain rounding differences. The value in the total column is the correct amount payable.

CONTACT US

**Online:** www.fife.gov.uk/contactrevenues  
**Telephone:** 03451 55 11 55 (9am to 5pm)  
**Visit Us:** At any of the Customer Service Centres listed on www.fife.gov.uk/facilities/csc

If we have applied a discount or exemption above and you believe you are not entitled, you must let us know within 21 days. Failure to do so may result in a penalty of up to £500.

DETAILS OF PAYMENTS REQUIRED

Please ensure your payments are made as detailed.

INSTALMENT DUE DATE	PAYMENT AMOUNT
01/03/2026	£239.42



63379611000001749240985

Manage your Council Tax **online**.

View your balance, make payments, receive electronic bills and apply for discounts or report changes. Visit [www.fife.gov.uk/ctaxonline](http://www.fife.gov.uk/ctaxonline) to register or login.

You may be entitled to help with paying your Council Tax

Find out more at [www.fife.gov.uk/counciltaxhelp](http://www.fife.gov.uk/counciltaxhelp)

Visit [our.fife.scot/gethelp](http://our.fife.scot/gethelp) for advice and information to help with the cost of living. This site includes the Fife Benefits Checker - find out if you're eligible for any other financial support. **Don't miss out!**

PROVISIONAL

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PROVISIONAL DRIVING LICENCE



18.08.2024

1. SMITH
2. RICHARD CAMPBELL
3. 04.09.1973 KIRKEALDY
- 4a. 19.08.2014 4c. DVLA
- 4b. 18.08.2024
5. SMITH709043RC8DT 35
- 7.
8. 48 HERRIOT CRESCENT, METHIL, LEVEN,  
KY8 3NE
9. AM/A/B/H/k/q

