

Inverclyde Royal Hospital

Date 05/05/2026

Larkfield Road
Greenock
PA160XN

Ref: 100069

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

Client Name: Mr Robert Leitch

Client Reference: 100069

Client Address: 97 Ardenslate Road, Dunoon, PA23 8NN

Date of Birth: 15/08/1977

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. 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

T: 0161 563 0816

DEED OF AUTHORITY & CONSENT

| THIS DEED is made on the date of signature below by (the “Client”) | |
|---|--|
| Full Name: | Robert Leitch |
| Date of Birth: | 15 August 1977 |
| Previous Names (if any): | |
| Current Address: | 97 Ardenslate Road Dunoon PA23 8NN |
| 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

MMA Legal Limited, a company registered in England and Wales (registered number: 13900519) is authorised and regulated by the Solicitors Regulation Authority. Access the SRA’s rules at

<http://www.sra.org.uk/solicitors/handbook/welcome.page>

SRA Number: 8000579

- 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 recordedThis 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 | Robert Leitch |
| Date | 04/03/2026 |

| Witness | |
|------------|--|
| Name | Billie Tyrie |
| Address | SToK, 43-59 Princes Street, Stockport, SK1 1RY |
| Occupation | Case Handler |
| Signature | Billie Tyrie |
| Date | 04/03/2026 |

Completion Certificate

Reference ID: a6053d48-1e5b-4958-8248-a8c6c17a8691

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity
Total Pages: 4
Sent By: Billie Tyrie (148.252.129.218)
Completed Date: Mar 04, 2026 12:36:10 UTC

Signer Information

Name: Robert Leitch
Email: robertleitch93@gmail.com
Telephone: 07383443420
IP Address: 92.40.192.2



Verified Electronic Signature

Audit Trail

| Action | Timestamp | IP Address |
|---------------------------------------|---------------------|-------------|
| Created | 2026-03-04 12:32:05 | System |
| Document link sent to client by email | 2026-03-04 12:32:05 | System |
| Document link sent to client by sms | 2026-03-04 12:32:06 | System |
| Document link opened by client | 2026-03-04 12:34:51 | 92.40.192.2 |
| Document electronically signed | 2026-03-04 12:36:10 | 92.40.192.2 |

Security Verification

SHA-256 Checksum: 0d49218050f2a1d47c5ab994024d8dc1546f1861b414b77e8d96edaed3552213

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

Document requested by:
Mr Robert Leitch
97 ARDENSLATE ROAD
KIRN
DUNOON
ARGYLL
PA23 8NN

Your Account

Sort Code 80-47-74
Account Number 01030810

CLASSIC ACCOUNT

01 January 2026 to 26 January 2026

| | | | |
|------------------|-----------|-----------------------------------|------------|
| Money In | £2,165.08 | Balance on 01 January 2026 | -£2,720.97 |
| Money Out | £2,206.06 | Balance on 26 January 2026 | -£2,761.95 |

Your Transactions

| Date | Description | Type | Money In (£) | Money Out (£) | Balance (£) |
|-----------|--------------------|------|--------------|---------------|-------------|
| 02 Jan 26 | CHARLES MCDONALD | FPI | 30.00 | | -2,690.97 |
| 02 Jan 26 | A H GRAHAM | FPO | | 4.60 | -2,695.57 |
| 02 Jan 26 | DAILY OD INT 01/01 | CHG | | 1.31 | -2,696.88 |
| 02 Jan 26 | BOURNE LEISURE LIM | FPI | 27.00 | | -2,669.88 |
| 02 Jan 26 | SETON SANDS - RETA | DEB | | 33.33 | -2,703.21 |
| 02 Jan 26 | DAILY OD INT | CHG | | 1.31 | -2,704.52 |
| 05 Jan 26 | BOURNE LEISURE LIM | FPI | 27.00 | | -2,677.52 |
| 05 Jan 26 | GRAHAM A H | FPI | 14.60 | | -2,662.92 |
| 05 Jan 26 | LAIRD STIRLING | FPO | | 50.00 | -2,712.92 |
| 05 Jan 26 | SETON SANDS - RETA | DEB | | 31.10 | -2,744.02 |
| 05 Jan 26 | DAILY OD INT 03/01 | CHG | | 1.33 | -2,745.35 |
| 05 Jan 26 | SETON SANDS - RETA | DEB | | 15.55 | -2,760.90 |
| 05 Jan 26 | DAILY OD INT 04/01 | CHG | | 1.34 | -2,762.24 |
| 05 Jan 26 | A GOVE | FPI | 60.00 | | -2,702.24 |
| 05 Jan 26 | LAIRD STIRLING | FPO | | 57.00 | -2,759.24 |
| 05 Jan 26 | BOURNE LEISURE LIM | FPI | 28.00 | | -2,731.24 |

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If you think something is incorrect, please contact us on **0345 721 3141**

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CLASSIC ACCOUNT

Sort Code 80-47-74
Account Number 01030810
Your Transactions

| Date | Description | Type | Money In (£) | Money Out (£) | Balance (£) |
|-----------|--------------------|------|--------------|---------------|-------------|
| 05 Jan 26 | ADAM LYNN | FPO | | 28.00 | -2,759.24 |
| 05 Jan 26 | DAILY OD INT | CHG | | 2.53 | -2,761.77 |
| 06 Jan 26 | BOURNE LEISURE LIM | FPI | 27.57 | | -2,734.20 |
| 06 Jan 26 | ADAM LYNN | FPO | | 25.00 | -2,759.20 |
| 06 Jan 26 | ADAM LYNN | FPI | 5.00 | | -2,754.20 |
| 06 Jan 26 | DAILY OD INT | CHG | | 2.53 | -2,756.73 |
| 07 Jan 26 | BOURNE LEISURE LIM | FPI | 27.00 | | -2,729.73 |
| 07 Jan 26 | DAILY OD INT | CHG | | 2.51 | -2,732.24 |
| 08 Jan 26 | GRAHAM A H | FPI | 15.00 | | -2,717.24 |
| 08 Jan 26 | ADAM LYNN | FPO | | 15.00 | -2,732.24 |
| 08 Jan 26 | ADAM LYNN | FPI | 1.00 | | -2,731.24 |
| 08 Jan 26 | CO-OP GROUP 060741 | DEB | | 26.20 | -2,757.44 |
| 08 Jan 26 | DAILY OD INT | CHG | | 2.53 | -2,759.97 |
| 09 Jan 26 | BOURNE LEISURE LIM | FPI | 27.00 | | -2,732.97 |
| 09 Jan 26 | CHARLES MCDONALD | FPI | 20.00 | | -2,712.97 |
| 09 Jan 26 | DAILY OD INT | CHG | | 2.49 | -2,715.46 |
| 12 Jan 26 | CO-OP GROUP 060741 | DEB | | 43.65 | -2,759.11 |
| 12 Jan 26 | DAILY OD INT 10/01 | CHG | | 2.53 | -2,761.64 |
| 12 Jan 26 | BOURNE LEISURE LIM | FPI | 28.00 | | -2,733.64 |
| 12 Jan 26 | CHARLES MCDONALD | FPI | 10.00 | | -2,723.64 |
| 12 Jan 26 | ADAM LYNN | FPI | 3.00 | | -2,720.64 |
| 12 Jan 26 | DAILY OD INT 11/01 | CHG | | 2.50 | -2,723.14 |

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Account Number 01030810
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| Date | Description | Type | Money In (£) | Money Out (£) | Balance (£) |
|-----------|--------------------|------|--------------|---------------|-------------|
| 12 Jan 26 | BOURNE LEISURE LIM | FPI | 27.00 | | -2,696.14 |
| 12 Jan 26 | ADAM LYNN | FPO | | 30.00 | -2,726.14 |
| 12 Jan 26 | ADAM LYNN | FPI | 2.00 | | -2,724.14 |
| 12 Jan 26 | CO-OP GROUP 060741 | DEB | | 32.30 | -2,756.44 |
| 12 Jan 26 | DAILY OD INT | CHG | | 2.53 | -2,758.97 |
| 13 Jan 26 | BOURNE LEISURE LIM | FPI | 27.00 | | -2,731.97 |
| 13 Jan 26 | DAILY OD INT | CHG | | 2.51 | -2,734.48 |
| 14 Jan 26 | BOURNE LEISURE LIM | FPI | 1,205.71 | | -1,528.77 |
| 14 Jan 26 | CHARLES MCDONALD | FPO | | 235.00 | -1,763.77 |
| 14 Jan 26 | CHARLES MCDONALD | FPO | | 100.00 | -1,863.77 |
| 14 Jan 26 | ANNETTE LEITCH | FPO | | 60.00 | -1,923.77 |
| 14 Jan 26 | R LEITCH | TFR | | 225.00 | -2,148.77 |
| 14 Jan 26 | CO-OP GROUP 060741 | DEB | | 26.20 | -2,174.97 |
| 14 Jan 26 | LNK THE COOP PORT | CPT | | 30.00 | -2,204.97 |
| 14 Jan 26 | DAILY OD INT | CHG | | 2.02 | -2,206.99 |
| 15 Jan 26 | CO-OP GROUP 060741 | DEB | | 57.60 | -2,264.59 |
| 15 Jan 26 | NETFLIX.COM | DEB | | 18.99 | -2,283.58 |
| 15 Jan 26 | DAILY OD INT | CHG | | 2.10 | -2,285.68 |
| 16 Jan 26 | JH620689B SSS ADP | BGC | 308.20 | | -1,977.48 |
| 16 Jan 26 | LAIRD STIRLING | FPO | | 10.00 | -1,987.48 |
| 16 Jan 26 | ADAM LYNN | FPO | | 47.00 | -2,034.48 |
| 16 Jan 26 | MR LENDER MOTO | DEB | | 162.77 | -2,197.25 |

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CLASSIC ACCOUNT

Sort Code 80-47-74
Account Number 01030810
Your Transactions

| Date | Description | Type | Money In (£) | Money Out (£) | Balance (£) |
|-----------|--------------------|------|--------------|---------------|-------------|
| 16 Jan 26 | CHANTELLE OHARE | FPO | | 20.00 | -2,217.25 |
| 16 Jan 26 | DAILY OD INT | CHG | | 2.04 | -2,219.29 |
| 19 Jan 26 | A H GRAHAM | FPO | | 30.00 | -2,249.29 |
| 19 Jan 26 | LAIRD STIRLING | FPO | | 17.00 | -2,266.29 |
| 19 Jan 26 | OF | DEB | | 3.61 | -2,269.90 |
| 19 Jan 26 | NON-GBP TRANS FEE | DEB | | 0.10 | -2,270.00 |
| 19 Jan 26 | NON-GBP PURCH FEE | DEB | | 0.50 | -2,270.50 |
| 19 Jan 26 | WWW.AMAZON.* 3N30S | DEB | | 8.99 | -2,279.49 |
| 19 Jan 26 | OF | DEB | | 13.52 | -2,293.01 |
| 19 Jan 26 | NON-GBP TRANS FEE | DEB | | 0.40 | -2,293.41 |
| 19 Jan 26 | NON-GBP PURCH FEE | DEB | | 0.50 | -2,293.91 |
| 19 Jan 26 | OF | DEB | | 13.52 | -2,307.43 |
| 19 Jan 26 | NON-GBP TRANS FEE | DEB | | 0.40 | -2,307.83 |
| 19 Jan 26 | NON-GBP PURCH FEE | DEB | | 0.50 | -2,308.33 |
| 19 Jan 26 | OF | DEB | | 22.53 | -2,330.86 |
| 19 Jan 26 | NON-GBP TRANS FEE | DEB | | 0.67 | -2,331.53 |
| 19 Jan 26 | NON-GBP PURCH FEE | DEB | | 0.50 | -2,332.03 |
| 19 Jan 26 | DAILY OD INT 17/01 | CHG | | 2.14 | -2,334.17 |
| 19 Jan 26 | PAYPAL *leitch rob | DEB | | 10.00 | -2,344.17 |
| 19 Jan 26 | BOOTS/6022 | DEB | | 11.85 | -2,356.02 |
| 19 Jan 26 | PAYPAL *leitch rob | DEB | | 25.00 | -2,381.02 |
| 19 Jan 26 | WEE SHOP MUSSELBUR | DEB | | 36.00 | -2,417.02 |

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CLASSIC ACCOUNT

Sort Code 80-47-74
Account Number 01030810
Your Transactions

| Date | Description | Type | Money In (£) | Money Out (£) | Balance (£) |
|-----------|--------------------|------|--------------|---------------|-------------|
| 19 Jan 26 | PAYPAL *leitch rob | DEB | | 50.00 | -2,467.02 |
| 19 Jan 26 | BM RETAIL LTD | DEB | | 64.73 | -2,531.75 |
| 19 Jan 26 | DAILY OD INT 18/01 | CHG | | 2.32 | -2,534.07 |
| 19 Jan 26 | JD WETHERSPOON | DEB | | 21.98 | -2,556.05 |
| 19 Jan 26 | DAY TODAY | DEB | | 31.70 | -2,587.75 |
| 19 Jan 26 | DAILY OD INT | CHG | | 2.38 | -2,590.13 |
| 20 Jan 26 | R LEITCH | TFR | 10.00 | | -2,580.13 |
| 20 Jan 26 | R LEITCH | TFR | 15.00 | | -2,565.13 |
| 20 Jan 26 | CHANTELLE OHARE | FPO | | 15.00 | -2,580.13 |
| 20 Jan 26 | DAILY OD INT | CHG | | 2.37 | -2,582.50 |
| 21 Jan 26 | R LEITCH | TFR | 20.00 | | -2,562.50 |
| 21 Jan 26 | Amazon Music*I815I | DEB | | 5.99 | -2,568.49 |
| 21 Jan 26 | ASDA GROCERIES ONL | DEB | | 133.45 | -2,701.94 |
| 21 Jan 26 | DAILY OD INT | CHG | | 2.48 | -2,704.42 |
| 22 Jan 26 | R LEITCH | TFR | 180.00 | | -2,524.42 |
| 22 Jan 26 | Just Eat | DEB | | 33.25 | -2,557.67 |
| 22 Jan 26 | DAILY OD INT | CHG | | 2.35 | -2,560.02 |
| 23 Jan 26 | SETON SANDS - RETA | DEB | | 15.55 | -2,575.57 |
| 23 Jan 26 | CO-OP GROUP 060741 | DEB | | 13.10 | -2,588.67 |
| 23 Jan 26 | LINKS ROAD DENTAL | DEB | | 170.00 | -2,758.67 |
| 23 Jan 26 | DAILY OD INT | CHG | | 2.53 | -2,761.20 |
| 26 Jan 26 | CHARLES MCDONALD | FPI | 20.00 | | -2,741.20 |

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CLASSIC ACCOUNT

Sort Code 80-47-74
Account Number 01030810

Your Transactions

| Date | Description | Type | Money In (£) | Money Out (£) | Balance (£) |
|-----------|--------------------|------|--------------|---------------|-------------|
| 26 Jan 26 | DAILY OD INT 24/01 | CHG | | 2.52 | -2,743.72 |
| 26 Jan 26 | CO-OP GROUP 060741 | DEB | | 15.70 | -2,759.42 |
| 26 Jan 26 | DAILY OD INT 25/01 | CHG | | 2.53 | -2,761.95 |

Transaction types

| | | | |
|------------------------------|-------------------------------|------------------------------|-------------------------------|
| BGC Bank Giro Credit | BP Bill Payments | CHG Charge | CHQ Cheque |
| COR Correction | CPT Cashpoint | DD Direct Debit | DEB Debit Card |
| DEP Deposit | FEE Fixed Service | FPI Faster Payment In | FPO Faster Payment Out |
| MPI Mobile Payment In | MPO Mobile Payment Out | PAY Payment | SO Standing Order |
| TFR Transfer | | | |

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