

West Lothian Archives

Date 08/05/2026

Kirkton Service Centre
1 Lister Road,
Livingston
EH547BL

Ref: 100266

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018

Client Name: Ms Shona Halliday
Client Address: 16 Thornybank Grove, Dalkeith, EH22 2EG
Client Reference: 100266
Date of Birth: 06/11/1975
Also Known As:
Name in Care:

Dear Sir/Madam,

We act on behalf of the above-named client, who was placed in residential care at the institution(s) referenced below during the approximate period stated.

Approximate Dates of Placement:
Howden Hall in Edinburgh: 1989
Cruton Care Home : 1990

This request is made under Article 15 of the UK General Data Protection Regulation and Section 45 of the Data Protection Act 2018.

Scope of Request

We request disclosure of all personal data held in relation to our client, across all systems and formats, including but not limited to:

Admission and discharge records
Full placement history, including transfers between care settings
Social work records, case files, and assessments

Daily logs, key worker notes, and case notes
Incident reports, safeguarding records, and protection referrals
Case conference notes, reviews, and internal assessments
Complaints, investigations, and outcomes
Correspondence between staff, local authorities, and external agencies
Records shared with or held by third-party care providers acting on your behalf
Medical, psychological, or educational records held within the care file
Photographs or other documentation relating to our client's time in care
Records identifying staff members and roles involved in their care

Historical and Archived Records

Given the historical nature of this request, we require that all reasonable and proportionate searches are undertaken, including:

Archived and off-site storage
Legacy systems, including paper, microfiche, and scanned records
Records held under previous authority names, reorganisations, or successor bodies
Records held by contracted, private, or voluntary sector care providers commissioned by your authority

Placement and Authority Clarification

Where records indicate placement in additional care settings, we request:

Details of those institutions
Dates of placement
The commissioning or responsible authority

This information is required to ensure a complete and accurate record of our client's time in care.

Format of Disclosure

Please provide the information in electronic format where possible. Where records exist only in non-digital formats, scanned copies will be acceptable.

Enclosures

We enclose:
Signed authority from our client
Proof of identity

Should you require any further information to process this request, please advise promptly.

Statutory Timeframe

We expect a response within the statutory one calendar month period. If you require an extension, please confirm this in writing with full justification.

Non-Holding of Data

If your organisation does not hold the requested data, we require:

Formal written confirmation of this position

Details of any organisation believed to hold the data, including successor or archive bodies where applicable

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:	Shona Halliday
Date of Birth:	06 Nov 1975
Previous Names (if any):	
Current Address:	16 Thornybank Grove Dalkeith EH22 2EG
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	Shona Halliday
Date	10/03/2026

Witness	
Name	Billie Tyrie
Address	SToK, 43-59 Princes Street, Stockport, SK1 1RY
Occupation	Case Handler
Signature	Billie Tyrie
Date	10/03/2026

Completion Certificate

Reference ID: 9ee4846e-4e03-426c-a54c-700849bc9558

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity
Total Pages: 4
Sent By: Billie Tyrie (195.21.72.3)
Completed Date: Mar 10, 2026 10:49:29 UTC

Signer Information

Name: Ms Shona Halliday
Email: sheebshalliday611@outlook.com
Telephone: 07835500314
IP Address: 86.177.38.196

A blue ink-style electronic signature of Ms Shona Halliday, appearing as a stylized cursive script.

Verified Electronic Signature

Audit Trail

Action	Timestamp	IP Address
Created	2026-03-10 10:30:59	System
Document link sent to client by email	2026-03-10 10:30:59	System
Document link sent to client by sms	2026-03-10 10:31:00	System
Document link opened by client	2026-03-10 10:37:43	86.177.38.196
Document electronically signed	2026-03-10 10:49:29	86.177.38.196

Security Verification

SHA-256 Checksum: 0a325ffb2b75106ba312b7f7627c63c1d7aaf0a4c4c81a33006da4e61f63149f

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

jobcentreplus

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ESA Bathgate
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Wolverhampton
WV98 2AW

www.gov.uk
Telephone: 0800 169 0310
Textphone: 0800 169 0314

Your reference:
JE037334C

2 February 2026

Dear Miss Halliday

YOUR CLAIM FOR EMPLOYMENT AND SUPPORT ALLOWANCE

CHANGES IN SOCIAL SECURITY BENEFITS

From 6 April 2026 the rates of some Social Security benefits may change.

From 8 April 2026 your Employment and Support Allowance will be £145.90 a week.

This is because of:

- a change in the rates of Social Security benefits.

Your circumstances mean you will qualify for a Christmas Bonus Payment. This will be paid the first week in December. The amount payable is £10.00

You must tell the office that pays your benefit about any change in your circumstances, and the circumstances of anyone included on your claim, straight away.

If the information we hold is incorrect your payments may be wrong. We may owe you money or you may need to pay us money back. You also risk being prosecuted or having to pay a financial penalty.

For details about the changes you must report and how to report them, please see the enclosed leaflet, visit www.gov.uk/employment-support-allowance/change-of-circumstances or call the number at the top of this letter.

We have many different ways we can communicate with you.

If you would like braille, British Sign Language, a hearing loop, translations, large print, audio or something else please tell us using the phone number at the top of this letter.

Please turn c

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UK DRIVING LICENCE



1. HALLIDAY
2. MISS SHONA
3. 06.11.1975 UNITED KINGDOM
- 4a. 25.05.2021 4c. DVLA
- 4b. 24.05.2031
5. HALLI761065S99YR 58
7. *S. Halliday*
8. 16 THORNYBANK GROVE, DALKEITH, EH22 2EG
9. AM/A/B1/B/C1/D1/BE/C1E/D1E/H/k/l/n/p/q

