

Sterling Council

Date 02/07/2026

Records & Information Governance Team

Sterling Council

Viewforth

Sterling

FK82ET

Our Ref: DSAR-20260702-DC0B6D

Client Ref: 100321

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our Reference: 100321

Client Name: Mr David Adams

Client Address: 6 Salmon Court School, Brae Bo'ness , EH51 9HF

Client Reference: 100321

Date of Birth: 07/05/1957

Name in Care:

Previous Address:

Parents Names: Mother: - Father:

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:

Wooden Hall- Polmont falkirk : 1960

Kippen House Care Centre Dunning, Perthshire: 1962

The glave school scone perthshire.: 1964

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 570 0550

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	David Adams
Date of Birth:	07/05/1957
Previous Names (if any):	
Current Address:	6 Salmon Court School Brae Bo'ness EH51 9HF
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

- 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

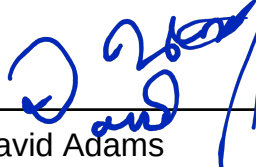
In the event of non-compliance, refusal, or unreasonable delay in responding to a lawful request made under this Deed, the Client and/or the Representative reserve the right to pursue any statutory or regulatory remedies available under applicable law.

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	David Adams
Date	20/03/2026

Witness	
Name	Billie Tyrie
Address	SToK, 43-59 Princes Street, Stockport, SK1 1RY
Occupation	Case Handler
Signature	Billie Tyrie
Date	20/03/2026

Completion Certificate

Reference ID: 05282820-47a6-4dae-bbaf-d281edfe302d

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity
Total Pages: 4
Sent By: Billie Tyrie (85.255.236.42)
Completed Date: Mar 20, 2026 11:35:46 UTC

Signer Information

Name: Mr David Adams
Email: rangersdavey6@hotmail.com
Telephone: 07733391731
IP Address: 148.252.146.177



Verified Electronic Signature

Audit Trail

Action	Timestamp	IP Address
Created	2026-03-20 11:32:58	System
Document link sent to client by email	2026-03-20 11:32:58	System
Document link sent to client by sms	2026-03-20 11:32:59	System
Document link opened by client	2026-03-20 11:35:11	148.252.146.177
Document electronically signed	2026-03-20 11:35:46	148.252.146.177

Security Verification

SHA-256 Checksum: df19885999b9e746ffc880f33fd9bbbed396a4073522aac48c655aa4ce48ccf78

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

FALKIRK COUNCIL

Council Tax and Water Service Charges Demand Notice for 2026/27

Reason for Issue: Annual Bill
Date of Issue: 16/03/2026

Ways to contact us

Online: www.falkirk.gov.uk

Call: 01324 506070

Email: revenues1@falkirk.gov.uk

Account Number 201450018

Property Address
6 Salmon Court
School Brae
Bo'ness
EH51 9HF



99600/00005/0001248
Mr David Adams
6 Salmon Court
School Brae
Bo'ness
EH51 9HF

You pay by Direct Debit - this letter is for information only.

1 payment of 14.70 on 09/04/2026

12 payments of 14.58 every 4 weeks from 07/05/2026 until 11/03/2027

Please help us to save money and go to www.falkirk.gov.uk/ectax to set up ebilling. Thank you.

Your Council Tax and Water Services Charge Calculation

Period		Period Charge - Band A			
From	To	Council Tax	Water	Waste Water	Total
01/04/2026	31/03/2027	1,143.39	201.30	233.58	1,578.27
01/04/2026 to 31/03/2027 : Only One Adult Occupier Discount					-394.58
01/04/2026 to 31/03/2027 : Water Reduction					-43.49
Council Tax Reduction					-857.54
Balance outstanding for other years:					
All information is as at 05/03/2026					
PAID (including credit from previous years)					-93.00
AMOUNT DUE FOR 2026/27					189.66

Information on all reliefs, reductions and exemptions is available online at www.falkirk.gov.uk/counciltax. That page also explains how your Council Tax is spent, how to appeal if you think your bill is wrong, and what will happen if you do not pay your instalments. **If you think your bill is incorrect let us know straight away.**

Your Council Tax bill includes the charges for your water supply and waste water collection services from Scottish Water. These charges allow Scottish Water to operate and improve services in communities across Scotland. For more details and to view/download their leaflet visit: www.scottishwater.co.uk/unmeteredcharges. To find out more about Scottish Water, their code of practice and keep up to date with what they are doing in your area visit: www.scottishwater.co.uk; Email: help@scottishwater.co.uk; or call the Scottish Water Customer Helpline free 24/7 on 0800 0778778. For FREE text alerts from Scottish Water to keep you updated on essential information about any water issues in your area sign up at: <https://customer.scottishwater.co.uk/alerts>.

PRIVACY NOTICE - Falkirk Council is the data controller of your personal data used in the assessment, administration and collection of Council Tax. This is a requirement under the Local Government Finance Act 1992.

We have a duty to protect public funds. Details are checked within the Council for the prevention of fraud and verification purposes. Information may be shared with other public bodies where the Council is required or permitted to do so by law. You have the right to request access to your personal data and other data protection rights. Further details of your rights (and our full privacy notice) may be obtained from our website at www.falkirk.gov.uk/privacy or email us at data.protection@falkirk.gov.uk.

If you're struggling to pay bills, you could get extra help. It's quick and easy to check using our Benefits Calculator.

It only takes a few minutes and shows what support you might get with living costs, including rent and Council Tax. It also highlights other help available locally.

Already getting benefits, or don't think you're entitled? It's still worth checking. You might be missing out on extra support.

Scan the QR code or visit www.falkirk.gov.uk/benefitscalculator



Details of your Council Tax Reduction calculation are shown on the back of this bill.