

Tunstall Primary Care Centre

Date 31/07/2026

Alexandra Retail Centre,
Scotia Road,
Tunstall,
Stoke-on-trent,
Staffordshire,
ST66BE

Our Ref: DSAR-20260731-DD74C3

Client Ref: 100339

Subject: Data Subject Access Request - Full GP Medical Records - Our Reference:100339

Client Name: Miss Yvette Harris

Client Reference: 100339

Client Address: 129 Second Avenue, Stafford, ST16 1PS

Date of Birth: 23/08/1979

Name in Care:

Previous Address: 16 Hawkhill Place, Stevenston, North Ayrshire, KA20 4HN

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,

James Lowe

Investigations Team
MMA Legal Limited
E: evidence@mmalegal.co.uk
T: +441615700550

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	Yvette Harris
Date of Birth:	23/08/1979
Previous Names (if any):	
Current Address:	129 Second Avenue Stafford ST16 1PS
Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

IN FAVOUR OF (the “Representative”)	
Firm Name:	
Address	
Postcode	
Email	
Telephone Number	

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	Yvette Harris
Date	23/03/2026

Witness	
Name	Ben Jacobs
Address	
Occupation	Case Handler
Signature	Ben Jacobs
Date	23/03/2026

Completion Certificate

Reference ID: 3419884c-be64-4210-a824-c5226ed286e9

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity
Total Pages: 4
Sent By: Ben Jacobs (194.35.235.208)
Completed Date: Mar 23, 2026 11:11:54 UTC

Signer Information

Name: Miss Yvette Harris
Email: yayax741@gmail.com
Telephone: 07982641446
IP Address: 104.28.40.142



Verified Electronic Signature

Audit Trail

Action	Timestamp	IP Address
Created	2026-03-23 10:35:33	System
Document link sent to client by email	2026-03-23 10:35:33	System
Document link sent to client by sms	2026-03-23 10:35:34	System
Document link opened by client	2026-03-23 10:50:47	194.35.235.209
Document electronically signed	2026-03-23 11:11:54	104.28.40.142

Security Verification

SHA-256 Checksum: 00f88e8eafaff81f27253f03d38b968904f8241a741831faae2aecf20f52dad4



03/04/2026

TV Licence number
4222375066

Miss Yvette Harris
129 SECOND AVENUE
STAFFORD
ST16 1PS

Your Simple Payment Plan and TV Licence.

Dear Miss Harris,

Your TV Licence has been renewed. Thank you for using the Simple Payment Plan, our most affordable way to pay. Your TV Licence lets you enjoy a huge range of TV. It covers you for all TV channels, pay TV services like Sky, and live TV on streaming services like Amazon Prime Video. As well as everything on BBC iPlayer. On any device.

Your Simple Payment Plan.

You'll find your licence below and payment plan over the page. Your first payment is for **£15.00** on **29/04/2026**.

We will take these payments on or within three working days after the dates shown over the page. You don't need to do anything now. Please check that the bank details below are correct.

Account name: Y potts

Sort code: 162015

Account number: ****5021

If these are correct, your Direct Debit will be collected as normal using the following reference numbers:

Service User Number: 457398

Reference: 4222375066

You have the right to cancel your Direct Debit at any time. A copy of the Direct Debit Guarantee is enclosed.

RNWDEL

Your TV Licence

Licence Fee
£180.00

Licence Holder
Miss Yvette Harris

Licence Address
129 SECOND AVENUE
STAFFORD
ST16 1PS

Licence Type
FULL

For full terms and conditions of the TV Licence, please turn over.
If your payments change, we will send you a new payment plan.

TV Licence number

4222375066

Valid until

31/03/2027

Payment frequency
Monthly

Payment method
Direct Debit

Your licence is issued by
TV Licensing on behalf of the BBC