

**National Records of Scotland**

Date 27/05/2026

New Register House  
Edinburgh  
EH13YT

Ref: 100018

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

Client Name: Mr Donald Macmillan  
Client Address: 75/2 Calder Gardens, EH11 4JX  
Client Reference: 100018  
Date of Birth: 18/05/1958  
Also Known As: David Gordon Reed  
Parents: Patricia Reed; John James Comrie Macmillan  
Address before care: 472 Moss Lane, East Rusholme, Manchester, M14 1PJ

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:  
Redhall Children's Home: 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](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.

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:	Donald MacMillan
Date of Birth:	18/5/1958
Previous Names (if any):	
Current Address:	75/2 Calder Gardens EH11 4JX

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.com
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>Donald Macmillan</i>
Print Name	Donald MacMillan
Date	Feb 20 2026 15:21 GMT

Witness	
Name	Elliot Logan
Address	MMA Legal, Stok, SK1 1RY
Occupation	File Handler
Signature	
Date	25/02/2026

# Certificate of Completion

## Summary

**Document ID:** 4AE803519-LFTN2BR-XMPNAKQ4A2SQKFC50QPRCXW47GWQJ9YRUUO  
**Document name:** MMA Claim Form 20% 2  
**Sent by:** Elliot Logan <elliott@gmmb.uk>  
**Organization:** MMA Legal Limited  
**Sent on:** Feb 20, 2026 14:50:31 GMT  
**Completed on:** Feb 21, 2026 19:39:27 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



Donald Macmillan  
donaldmacmillan872@gmail.com  
|+44-7769179383

### Signature

*Donald Macmillan*

**Emailed on:** Feb 20, 2026 14:50:33 GMT  
**Viewed on:** Feb 20, 2026 15:12:32 GMT  
**Terms agreed on:** Feb 20, 2026 15:21:28 GMT  
**Signed on:** Feb 20, 2026 15:21:53 GMT

**Sent via SMS on:** Feb 20, 2026 14:50:33 GMT  
**Accessed from:** 86.181.12.184  
**Device used:** Mobile  
**Authentication type:** None



Matthew Bell  
matt.bell@mmalegal.co.uk

### Signature

*Matthew Bell*

**Emailed on:** Feb 20, 2026 15:21:53 GMT  
**Viewed on:** Feb 21, 2026 19:39:19 GMT  
**Terms agreed on:** Feb 21, 2026 19:39:22 GMT  
**Signed on:** Feb 21, 2026 19:39:27 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.

Before completing the form read carefully the instructions overleaf.

STAFF - IN CONFIDENCE (when completed)

# PERSONAL SUMMARY

ROUTINE F/Ident./177  
(Revised April 1970)

FOR OFFICIAL USE ONLY

		YOURSELF Height ..... Ft. .... ins.	SPOUSE Date of Marriage .....	FATHER (See Note 4)	MOTHER (See Note 4)
SURNAME (See Note 5)	(a) Now	1. REED	11.	21. MACMILLAN	31. REED
	(b) Previously	2. MACMILLAN	12.	22.	32. MACMILLAN
Fore Names (in full)		3. DONALD GORDON	13.	23. JOHN JAMES CONRIE	33. PATRICIA
RESIDENTIAL ADDRESSES during the last five years in U.K. and abroad with relevant dates  (See Note 6)		4. 472 MOSS LANE EAST RUSHOLME MANCHESTER.	14.	24. 36 MONTGOMERY ST. EDINBURGH SCOTLAND.	34. AS BOX 4
PERMANENT CIVILIAN ADDRESS  (See Notes 7 and 8)		5. AS BOX 4	15.	25. AS BOX 24	35. AS BOX 4
NATIONALITY (See Note 9)	(a) Now	6. BRIT / SCOTTISH	16.	26. BRIT / SCOTTISH	36. BRIT / SCOTTISH
	(b) At Birth (if different from (a))	7.	17.	27.	37.
BIRTH (See Note 10)	(a) Date	8. 18-5-58	18.	28. 29-5-36	38. 15-8-41
	(b) Place	9. PERTH	19.	29. PERTH	39. MOTHERWELL
CIVIL OCCUPATION		10. SCHOLAR	20.	30. WIRE WORKER	40. HOUSEWIFE

41. Detailed PARTICULARS OF ALL CIVILIAN EMPLOYMENT during last five years and any service at any time in Armed Forces.

42. Full names, relationship, nationality and address of ALL NEAR RELATIVES (including in-laws and step-relations) resident outside the U.K. (excluding EIRE). (Continue on separate sheet if necessary.)

24323085

43. Religion	44. Service Number	45. Rank/Rating	46. Branch/Trade	47. Date of Enlistment	48. Terms of Service	49. Unit/Regt/Corps/Port Div	50. Command/Dept.
COFE		J/TPR		5.8.74	NE 6	J/LORS	BOVINGTON