

Date 07/05/2026

**NHS Grampian**

Summerfield House  
2 Eday Road  
Aberdeen  
AB156RE

Ref: 100837

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

Client Name: Mr Andrew Wood

Client Reference: 100837

Client Address: 24 Deer's Den , Forest Road, Kintore , Inverurie , AB51 0RN

Date of Birth: 11/01/1972

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](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.

We thank you for your assistance in this matter.

Yours faithfully,

Investigations Team  
MMA Legal  
E: [evidence@mmalegal.co.uk](mailto:evidence@mmalegal.co.uk)

T: 0161 563 0816

113002

**Aberdeenshire**  
COUNCIL



Andrew Wood  
6337 2752 6446 0602

Valid to - 08 JAN 2028

ITSO 633597 0273 2783 0303

**saltire**card

Entitlement histor



Social Security Scotland  
Tèarainteachd Shòisealta Al

04962/09299

Andrew Wood  
24 DEER'S DEN  
FOREST RD  
KINTORE  
INVERURIE  
ABERDEENSHIRE



31000



**Adult Disability Payment**  
**PO Box 27178**  
**GLASGOW**  
**G4 7ED**

**Freephone: 0800 182 2222**

**[mygov.scot/benefits](https://mygov.scot/benefits)**

**23 March 2026**

Dear Andrew,

**Payment Increase**

... your payment will be increasing in April 2026