Lochgilphead Medical Centre
Blarbuie Road / Hospital Road
Lochgilphead
Argyll & Bute
Scotland
PA318JZ

Date 06/05/2026

Ref: 100883

Subject: Data Subject Access Request - Full GP Medical Records

Client Name: Miss Kelly Marie Prowse
Client Reference: 100883
Client Address: 56 Loudoun Road, Newmilns, KA16 9HF
Date of Birth: 16/02/1989
Also Known As:
Name in Care:
NHS Number:
Previous Addresses:

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,

Investigations Team
MMA Legal

E: evidence@mmalegal.co.uk
T: 0161 563 0816

MMA Legal Limited, a company registered in England and Wales with registered number 13900519
Authorised and regulated by the Solicitors Regulation Authority number 8000579
Registered Office: MMA Legal Limited, Stok, 43-59 Princes Street,, Stockport, SK11RY

Ayrshire Central Hospital (Irvine)
Medical Imaging Department
Kilwinning Road
Irvine
KA12 8SS

NHS
Ayrshire
& Arran

Kelly Prowse
56 Loudoun Road
Newmilns
KA16 9HF

Date 06 April 2026
Our Ref 1602890722
Enquiries to 01563 827115

NO PREP

Dear Kelly Prowse

An appointment has been made for you by your doctor to attend the x-ray department for the following examination:

Examination:	US Soft tissue
Appointment Date & Time:	Friday 01 May 2026 at 02:30 PM
Hospital:	Ayrshire Central Hospital (Irvine)

Please report to the x-ray reception desk at **02:25 PM** and please bring this letter along with you. Please be aware the appointment time is in AM or PM 12hr format.

Please ensure you read the enclosed leaflets carefully and follow the preparation instructions.

Please Let Us Know

If you need to change or cancel this appointment or are unable to attend on the day for any reason please telephone **01563 827115** between **9.00am** & **6.30pm** (Monday-Sunday).

If you have not contacted us on the above number to decline this appointment within **10 calendar days** we will assume that you are accepting this appointment offer. If you fail to attend, you might not be given another appointment.

Help us to make sure all our appointments are used and make your contribution to reducing waste in your NHS. Visit our page **Waiting for an NHS Ayrshire & Arran hospital appointment or treatment** on our website at https://www.nhsaaa.net/waiting/ for further information.

Appointments
Medical Imaging Department.

1602890722

UK DRIVING LICENCE

1. PROWSE
2. MISS KELLY MARIE

3. 16.02.1989 UNITED KINGDOM
4a. 19.04.2022 4c. DVLA
4b. 15.04.2026
5. PROWS852169KM9MV 09
7. K Prowse
8. 56 LOUDOUN ROAD, NEWMILNS, KA16 9HF
9. AM/A/B1/B/BE/f/k/p/q

APR26

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the "Client")	
Full Name:	Kelly Marie Prowse
Date of Birth:	16/02/1989
Previous Names (if any):	
Current Address:	56 Loudoun Road Newmilns KA16 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 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	
Print Name	Kelly Marie Prowse
Date	13/04/2026

Witness	
Name	Billie Tyrie
Address	SToK, 43-59 Princes Street, Stockport, SK1 1RY
Occupation	Case Handler
Signature	Billie Tyrie
Date	13/04/2026

Completion Certificate

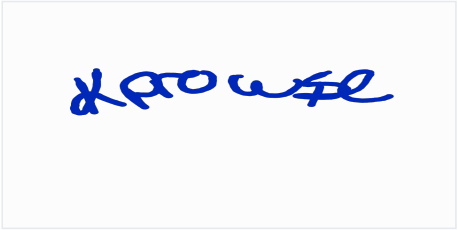
Reference ID: f6ba34a4-7ac4-48dd-8d60-70e950bd6e17

Document Details

Document Name(s):	part-1, part-3, cfa, loa, fee-clarity
Total Pages:	4
Sent By:	Billie Tyrie (85.255.232.14)
Completed Date:	Apr 13, 2026 15:44:29 UTC

Signer Information

Name:	Miss Kelly Marie Prowse
Email:	tkellymaire@gmail.com
Telephone:	07749159821
IP Address:	2a00:23cc:e41b:f701:146e:2d0f:f31e:3b1b



Verified Electronic Signature

Audit Trail

Action	Timestamp	IP Address
Created	2026-04-13 15:23:36	System
Document link sent to client by sms	2026-04-13 15:23:37	System
Document link sent to client by email	2026-04-13 15:23:37	System
Document link opened by client	2026-04-13 15:41:11	2a00:23cc:e41b:f701:146e:2d0f:f31e:3b1b
Document electronically signed	2026-04-13 15:44:29	2a00:23cc:e41b:f701:146e:2d0f:f31e:3b1b

Security Verification

SHA-256 Checksum: 69f20e111b38c063b454c070eb7970c71da452d2cde92963c2814232a88af6b6

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