Glasgow City Archives

No address on record

Date 22/04/2026

Ref: 100213

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

Client Name: Ms Iris Stein
Client Address: 8 Sharnock drive, , Inveruie, , Aberdeen, AB515GE
Client Reference: 100213
Date of Birth: 17/06/1957
Also Known As:
Name in Care:

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:
limewere home – summer time – 8 years on summer holidays : 1959-1967
Craig Lee Home, Springbank : 1967-77

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 563 0816

Zoho Sign Document ID: 4AE803519-7GBSU8MBQ-SVYQLL6OBOEJFBJUAPFSTLTWSCMGIIHZ8

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the "Client")	
Full Name:	Iris Stein
Date of Birth:	17.06.1957
Previous Names (if any):	
Current Address:	8 Sharnock Drive, Aberdeen, AB15 5GE

Zoho Sign Document ID: 4AE803519-7GBSU8MBQ-SVYQLL6OBOEJFBJUAPFSTLTWSCMGIIHZ8

Previous Addresses (relevant to care placements):	3E WARRISON PLACE, ABERDEEN
CHI / NHS Number (if known):	

IN FAVOUR OF (the "Representative")	
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;

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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

Zoho Sign Document ID: 4AE803519-7GBSU8MBQ-SVYQLL6OBOEJFBJUAPFSTLTWSCMGIIHZ8

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;

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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.

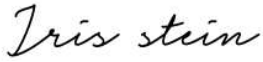
Nothing in this Deed limits the Client's rights under the UK GDPR, the Data Protection Act 2018, or any other applicable statutory framework.

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:

Zoho Sign Document ID: 4AE803519-7GBSU8MBQ-SVYQLL6OBOEJFBJUAPFSTLTWSCMGIIHZ8

Signature	
Print Name	Iris stein
Date	Feb 24 2026 12:50 GMT

Witness	
Name	Billie Kurn
Address	MMA Legal
Occupation	
Signature	
Date	Feb 24 2026 13:25 GMT

Zoho Sign

Generated on Feb 24, 2026 13:39 GMT

Certificate of Completion

Summary

Document ID: 4AE803519-7GBSU8MBQ-SVYQLL6OBOEJFBJUAPFSTLTWSCMGIIHZ8

Document name: Redress Client Pack Updated

Sent by: Billie Kurn <billie.tyrie@gmmb.uk>

Organization: MMA Legal Limited

Sent on: Feb 24, 2026 12:38:42 GMT

Completed on: Feb 24, 2026 13:25:20 GMT

Sign order: Sequential

No. of documents: 1

Time zone: Europe/London (GMTZ)

Signers: 3

Receives a copy: 0

Approvers: 0

Witnesses: 0

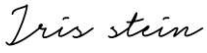
Recipient reviewers: 0

Recipients

Signer

Iris stein
irisstein5678@gmail.com
|+44-7854990265

Signature



Emailed on: Feb 24, 2026 12:38:43 GMT

Viewed on: Feb 24, 2026 12:47:12 GMT

Terms agreed on: Feb 24, 2026 12:47:36 GMT

Signed on: Feb 24, 2026 12:50:59 GMT

Sent via SMS on: Feb 24, 2026 12:38:43 GMT

Accessed from: 90.193.129.255

Device used: Mobile

Authentication type: None

Signer

Matthew Bell
matt.bell@mmalegal.co.uk

Signature

Emailed on: Feb 24, 2026 12:51:06 GMT

Viewed on: Feb 24, 2026 13:22:54 GMT

Terms agreed on: Feb 24, 2026 13:22:56 GMT

Signed on: Feb 24, 2026 13:23:00 GMT

Accessed from: 212.54.135.150

Device used: Web

Authentication type: None

Signer

Billie Kearn
billie.tyrie@gmmb.uk

Signature

Emailed on: Feb 24, 2026 13:23:00 GMT

Viewed on: Feb 24, 2026 13:24:47 GMT

Terms agreed on: Feb 24, 2026 13:24:57 GMT

Signed on: Feb 24, 2026 13:25:21 GMT

Accessed from: 195.21.72.3

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. 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 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

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.

UK

DRIVING LICENCE

1. STEIN
2. MRS IRIS MARIE

3. 17.06.1957 SCOTLAND
4a. 27.05.2019 4c. DVLA
4b. 16.06.2027
5. STEIN556177IM9CS 62
7.
8. 8 SHANNOCH DRIVE, KEMNAY, INVERURIE, AB51 5GE
9. AM/A/B1/B/C1/D1/BE/C1E/D1E/f/k/l/n/p/q

NATIONAL DISABILITY CARD

Surname STEIN
Given names IRIS

Date of birth
17-JUN-1957

Date of expiry
09/01/2027

Number
UK-60903773
28132072572

UK

343

Scottish Breast Screening Programme
North East of Scotland Breast Screening
Part of NHS Grampian

Breast Screening Centre
Level 4 Purple Zone
Aberdeen Royal Infirmary
AB25 2ZN

Date 29/01/2026

CONFIDENTIAL

Iris Stein
8 Shannoch Drive
Kemnay
Inverurie
AB51 5GE

Your ref **1706572107**
Phone Number 01224 550570
Email gram.breastscreening@nh

310\72721394A00014

P11725511/001873/1/1

Dear Iris Stein

All women between the ages of 50 and 70 are invited to go for breast scree
three years. Evidence shows routine screening in this age range is the bes
breast cancer early.

We're currently inviting women from your GP practice for their screening a
Our records show you were unable to attend your last appointment and w
offer you an appointment for a time that suits you. You can arrange this b
the breast screening service on either the number or email above.

If you're getting in touch by email, please include your name, date of bir
number and let us know if you have any special requirements or dates y
attend for an appointment.

More information: You can get more information about breast screening
enclosed leaflet, or you can visit: <b>www.nhsinform.scot/breastscreeni

If you have any questions about making an appointment, the appointme
wish to attend at this time, please let us know by contacting the service
above. We can then release the appointment