



Letter of Authority

Autorisation to Act in Relation to Data Subject Access Requests

Full Name	Joanne Shepherd
Date of Birth	11/07/1995
Previous Names (if any)	Joanne shepherd
Current Address	13 Burns Crescent Irvine North Ayrshire KA11 1AS
Previous Address (relevant to care placements)	West Lothian
Mothers Name:	Wilimina Shepperd
Fathers Name:	Joanne shepherd

Authorised Representative

Firm Name	INS Law
Address	Building B, 23 Goodlass Road, Speke, Liverpool, England, L24 9HJ
Email	evidence@inslaw.co.uk
Telephone	0161 888 0830
Matter Reference	101365

Dear Sir/Madam,

I, Joanne , confirm that I have instructed INS Law to act on my behalf in relation to the exercise of my data protection rights, including my right of access under the UK General Data Protection Regulations and the Data Protection Act 2018. This authority is provided specifically in relation to my application to The Scottish Redress Scheme, providing authority to INS Law to obtain any and all information they deem necessary to progress my application.

I authorise INS Law, including its partners, directions, employees, consultants, agents, and authorised representatives, to:

1. Prepare, submit, and pursue Data Subject Access Requests on my behalf;
2. Correspond with you and communicate with you on my behalf in relation to any Data Subject Access Request or associated data protection matter;
3. Request confirmation as to whether you process my personal data;
4. Request access to, and copies of, my personal data and any supplementary information to which I am entitled under applicable data protection law;
5. Request information concerning the purposes of processing, categories of personal data processed, recipients or categories of recipients, retention periods, sources of data, and any automated decision-making or profiling, where applicable;
6. Provide, confirm, or clarify information reasonably required to identify me and locate my personal data;
7. Receive correspondence, disclosures, copies of personal data, explanations, schedules, electronic files, paper records, and any other response or material provided in connection with the request;
8. Correspondence with you regarding the scope, timing, format, completeness, or adequacy of any response;
9. Raise queries, challenge omissions, request clarification, request further searches, and pursue follow-up correspondence where necessary; and
10. Where appropriate, assist me in making complaints or representations to the Information Commissioner's Office or in taking any further steps arising from your response or failure to respond.

This authority applies to personal data held by you in any form, including paper records, electronic records, correspondence notes, call recordings, account records, internal records, case files, databases, emails, messages, audio recordings, CCTV footage, and any other records containing my personal data.

This authority extends to all personal data concerning me that you hold.

I request all correspondence and disclosure materials relating to any Data Subject Access Request be sent directly to INS Law using the contact details above, quoting reference

I further authorise INS Law to disclose any records, personal data, special category personal data, witness statements and application materials obtained on my behalf to independent Scottish solicitors or legal advisers where reasonably required for the purpose of advising me on any offer, award, review, reconsideration or statutory waiver under the Scottish Redress Scheme.

This authority remains valid from the date of signature, unless revoked by me in writing.

Signature	
Print Name	Joanne Shepherd
Date	11/08/2026

Certificate of Authenticity

Fintrixor — electronic signature record



Certificate ID	01KZRB8JS9D50BKXARDMKEGANZ
Document ID	01KZRB01XQ0Q5SW09R7B5RT09T
SHA-256 Document Hash	6d047d3d7ca00386bcdfeefee89957f822f783764716fc3dc8eb0230e8f203c6c
Recipient Name	Miss Joanne Kirsty Shepherd
Recipient Email	joannehouston2018@gmail.com
Signing Timestamp (UTC)	2026-08-11 12:02:54
IP Address	81.141.137.240
Browser	Chrome on Android

Signing Consent & Review

Document opened	2026-08-11 12:00:29 UTC
Document reviewed (scrolled through)	2026-08-11 12:02:36 UTC
Consent confirmed	2026-08-11 12:02:54 UTC from 81.141.137.240

Statement confirmed: "I confirm that my electronic signature is legally binding and has the same legal effect as a handwritten signature."

Audit Trail

Event	Timestamp (UTC)	IP Address	Browser
Document created	2026-08-11 11:58:16	45.145.101.64	Unknown browser
Document sent to recipient	2026-08-11 12:00:24	45.145.101.64	Unknown browser
Document opened by recipient	2026-08-11 12:00:29	66.249.81.160	Chrome
Document opened by recipient	2026-08-11 12:00:44	66.102.7.32	Chrome
Document opened by recipient	2026-08-11 12:01:11	81.141.137.240	Chrome
Document reviewed (scrolled through)	2026-08-11 12:02:36	81.141.137.240	Chrome
Legally-binding consent confirmed	2026-08-11 12:02:54	81.141.137.240	Chrome
Document signed	2026-08-11 12:02:54	81.141.137.240	Chrome

Verify this certificate at <https://esign.fintrixor.co.uk/verify/01KZRB8JS9D50BKXARDMKEGANZ>