
Re: Our ref: 100299; Subject: Data Subject Access Request – Hospital / NHS Trust Records

From evidence@mmalegal.co.uk <evidence@mmalegal.co.uk>

Date Wed 2026-06-24 9:20 AM

To SAR Team (NHS GREATER GLASGOW & CLYDE) <ggc.sarteam@nhs.scot>

 3 attachments (1 MB)

HB ID.pdf; HB POA.pdf; HB LOA.pdf;

Good morning,

Thank you for your previous email; we note its contents.

We are unable to locate our original correspondence to forward to you due to a server error on our end.

I will now attach our clients following documentation to confirm his identification to help you action our Subject Access Request.

Contents of SAR Letter:

Client Name: Mr Henry Burgess

Client Reference: 100299

Client Address: Flat 0/1, 50 Stock Street, Paisley, PA2 6NL

Date of Birth: 22/08/1979

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. 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.

If you require any further information, don't hesitate to contact us.

We look forward to hearing from you in due course.

Kind regards,

James
Investigations Team
MMA Legal

E: Evidence@mmalegal.co.uk

T: 0161 570 0550



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From: SAR Team (NHS GREATER GLASGOW & CLYDE) <ggc.sarteam@nhs.scot>

Sent: 03 June 2026 10:09 AM

To: evidence@mmalegal.co.uk <evidence@mmalegal.co.uk>

Subject: Re: Our ref: 100299; Subject: Data Subject Access Request – Hospital / NHS Trust Records

Morning

Can you send the request and we will look into this

Regards

Emer

SAR Team
Digital Services
NHS Greater Glasgow & Clyde

Admin Building, Gartnavel Royal Campus
Glasgow, G12 0XH
E-Mail: ggc.sarteam@nhs.scot
Office: 0141 211 3855



From: evidence@mmalegal.co.uk <evidence@mmalegal.co.uk>

Sent: 03 June 2026 10:06

To: SAR Team (NHS GREATER GLASGOW & CLYDE) <ggc.sarteam@nhs.scot>

Subject: Our ref: 100299; Subject: Data Subject Access Request – Hospital / NHS Trust Records

Good morning,

We write in relation to the above matter.

As you will be aware, we sent our Clients DSAR on 30th April 2026, and a response was due on or before 30th May 2026.

We to date have not received any response/acknowledgement and are now chasing the same.

Can you please confirm as a matter of urgency that the DSAR sent on 30th April 2026 was acknowledged and processed accordingly under Article 15 of the Data Protection Act 2018 or if the DSAR is now legally overdue and your establishment has failed to comply.

Should you be in breach of Article 15 of the Data Protection Act 2018, can you please provide us with your internal complaints process.

Should we not hear from you within 14 days from the date of this communication, we will have no option but to escalate the matter to the Information Commissioner's Office (ICO).

Given the nature and sensitivity surrounding our client's request, we would prefer to work with you rather than against and request that we both have our clients' best interests in mind.

We look forward to your response.

Kind regards,

James
Investigations Team
MMA Legal

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



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