



Outlook

Re: Data Subject Access Request - Mr Ceith Roy Craig Crockett // OUR REF: RFI/2026/2023

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

Date Wed 2026-08-12 2:22 PM

To GRAM Infogovernance <gram.infogovernance@nhs.scot>

Dear Vicky,

Thank you for your previous email. We note its contents.

We understand the need for you to satisfy yourselves as to the identity of the data subject and our authority to act on their behalf. However, we have already provided:

- a signed Letter of Authority from our client;
- photographic identification confirming our client's full name and date of birth;
- proof of address;
- clear details of the Subject Access Request; and
- our firm's contact details as the authorised representative.

We are a regulated law firm and, as part of our own due diligence obligations, we have verified our client's identity before submitting the Subject Access Request on their behalf.

The ICO's guidance confirms that organisations should verify that a third party has written authority or power of attorney to make a request on behalf of an individual. In this case, written authority has already been provided. The ICO also recognises that further information may be requested where it is required to confirm identity or authority, but any such request should be necessary and proportionate.

In the circumstances, requiring a further signature solely for comparison with the signature on the Letter of Authority appears unnecessary and excessive, particularly where the identification and Letter of Authority confirm our client's full name and date of birth.

If you have a specific and reasonable concern regarding the validity of the authority already provided, please identify that concern clearly and explain what further evidence you require to resolve it.

Otherwise, please confirm that the Subject Access Request is being processed and that the statutory response period is running from the date on which the request and supporting documents were received.

We look forward to hearing from you.

Kind regards,

Daniel
Investigations Team

MMA Legal

E: Evidence@mmalegal.co.uk

T: 0161 570 0550



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From: GRAM Infogovernance <gram.infogovernance@nhs.scot>

Sent: 11 August 2026 9:46 AM

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

Subject: Re: Data Subject Access Request - Mr Ceith Roy Craig Crockett // OUR REF: RFI/2026/2023

Good morning,

YOUR REF: 100398

OUR REF: RFI/2026/2023

Thank you for your recent enquiry.

Apologies for the delay in our response regarding your request. This has been due to a high volume of requests received by our team, and a number of historic requests for information which we are currently working our way through. We appreciate your patience and understanding.

We can confirm that we have received and logged your request to obtain medical records for your client under our reference number **RFI/2026/2023**.

Upon reviewing the mandate provided, however, we note that the case handler's countersignature has been typed. Unfortunately, we are unable to accept typed signatures for this purpose.

We kindly ask that you sign the enclosed form to confirm countersignature for this request. This handwritten signature, where possible, should be from the solicitor making this request. Please note that without an original countersignature we are unable to process your request.

If you have any further queries please do not hesitate to contact our team.

Kind regards,

Vicky
Information Governance Admin Assistant

Information Governance Team

gram.infogovernance@nhs.scot

Phone : **01224 551549**

Ext: 51549

NHS Grampian

Foresterhill Lea Building, 3rd Floor
Foresterhill Rd, Foresterhill Health
Campus
Aberdeen
AB25 2ZY

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

Sent: 29 May 2026 10:44

To: GRAM Infogovernance <gram.infogovernance@nhs.scot>

Subject: Data Subject Access Request - Mr Ceith Roy Craig Crockett

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

Client Name: Mr Ceith Roy Craig Crockett

Client Reference: 100398

Client Address: 59 Stevenson Court Stevenson Street, Aberdeen, AB251GU

Date of Birth: 04/06/1962

Also Known As: Keith Roy Craig Crockett Mellis

Name in Care: Keith Roy Craig Crockett Mellis

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.

We expect a response within the statutory one calendar month period. If you require an extension, please confirm this in writing with full justification.

Please find the enclosed request.

We thank you for your assistance in this matter.

Yours faithfully,

Investigations Team

MMA Legal

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T: 0161 563 0816

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