

**Falkirk Council**

Date 14/08/2026

*No address on record*

Our Ref: DSAR-20260814-13221A

Client Ref: 101049

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our Reference: 101049

Client Name: Miss Sinead Chrystal Fiona Elizabeth Rose Reid

Client Address: 74 David's Loan, Bainsford, Falkirk, FK2 7NJ

Client Reference: 101049

Date of Birth: 04/05/1993

Name in Care:

Previous Address: 44 Mavisbank Avenue, Shieldhill, Falkirk, FK1 2EU

Parents Names: Mother: Shona Lamond - Father: John Reid

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:

Foster Care: 1996-2000

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](mailto: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,

James Taylor

Investigations Team

INS Law

E: [evidence@inslaw.co.uk](mailto:evidence@inslaw.co.uk)

T: +441618880834

← 26 Jul 2026



Account Name  
MISS SINEAD REID  
RBS REVOLVE

Account No 00256627 Sort Code 83-28-03 Page No 1 of 2



Royal Bank  
of Scotland

MISS SINEAD REID  
74 DAVIDS LOAN  
FALKIRK  
FK2 7NJ

#### Pre-notification of interest

##### Details of debit interest for the period 25 June 2026 to 26 July 2026

The arranged overdraft interest for this account is £2.82

The unarranged overdraft interest for this account is £0.00

We will take this amount from account number 00256627 on 10 August 2026

Interest  
£2.82

Total debit interest we will take:

The current arranged rate which applies is 2.81% per month, effective annual rate 39.49% or other rate agreed with you.

The current unarranged rate which applies is 2.81% per month, effective annual rate 39.49% or other rate agreed with you.

Costs of using an overdraft are included in Your Current Account Terms and our online overdraft calculator can help to work out these costs based on your circumstances. You can find our rates and charges along with other helpful information at:

[www.rbs.co.uk/overdrafts](http://www.rbs.co.uk/overdrafts)

To help manage your money, you can:

- Use our easy and simple mobile banking app to manage your money on the go and check on recent transactions. Go to [www.rbs.co.uk/mobile](http://www.rbs.co.uk/mobile) to find out more. The app is available to Digital Banking customers with a UK or international mobile number in specific countries.
- Look out for alerts to help manage your account. Make sure your mobile number and email address are up to date so that we can send these to you.

It's important that you regularly review your account (including any benefits and overdraft facilities) to ensure it meets your needs and remains suitable for you. If you would like to review your borrowing you can review the lending options available to you on our website. If you would like to discuss this further or need more information you can call us or visit a branch.

NOTE: All interest is deducted automatically; there is no need to send payment.

The Royal Bank of Scotland plc. Registered in Scotland No. SC083026. Registered Office: 36 St. Andrew Square, Edinburgh, EH2 2YB. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Firm Reference Number 114724.

RETSTMT - V26.2 27/03/26

Account Name  
MISS SINEAD REID  
RBS REVOLVE

Account No 00256627 Sort Code 83-28-03 Page No 2 of 2



Royal Bank  
of Scotland

#### Statement Abbreviations

Below are the most common abbreviations for transaction types that may be shown on your bank account statement:

ATM = Automated Teller (Cash) Machine

FP = Faster Payment

XFER = Transfer

PYMT = Payment

OD = Overdrawn

For a full list, visit [www.rbs.co.uk/support-centre/view-or-change-your-details/view-statements.html](http://www.rbs.co.uk/support-centre/view-or-change-your-details/view-statements.html)

#### Ways to bank with Royal Bank

Bank anytime, anywhere with our digital banking services.

To apply for our **mobile banking app**, visit [www.rbs.co.uk/mobile](http://www.rbs.co.uk/mobile)

Or to register for **Digital Banking**, visit [www.rbs.co.uk/digital](http://www.rbs.co.uk/digital)

Our app is available to personal and business banking customers aged 11+ using compatible iOS and Android devices. You'll need a UK or international mobile number in specific countries.

#### Need help with your finances

Our free and confidential financial health check tool could help you uncover areas of opportunity, helping you to make the most of your money.

To find out more visit [www.rbs.co.uk/financial-health-check.html](http://www.rbs.co.uk/financial-health-check.html)

#### How can I let you know about additional support I need?

Banking My Way is a free service that allows you to record information about the support or adjustments you need to make banking easier.

To find out more visit <https://www.rbs.co.uk/accessibility/banking-my-way.html>

Please don't change your marketing preferences.

We at RBS value your privacy and want you to be in control of how you use our services. You can view and manage your marketing preferences on any device from the RBS app or

at the following links:

• Use the Royal Bank of Scotland app

• Use Royal Bank of Scotland Banking

• Calling us on 0800 782 656

• Calling us on 0800 782 656



## Letter of Authority

Authorisation to Act in Relation to Data Subject Access Requests

|                                                       |                                                        |
|-------------------------------------------------------|--------------------------------------------------------|
| <b>Full Name</b>                                      | Sinead Reid                                            |
| <b>Date of Birth</b>                                  | 04/05/1993                                             |
| <b>Previous Names (if any)</b>                        |                                                        |
| <b>Current Address</b>                                | 74 David's Loan<br>Bainsford<br>Falkirk<br>FK2 7NJ     |
| <b>Previous Address (relevant to care placements)</b> | 44 Mavisbank Avenue<br>Shieldhill<br>Falkirk<br>FK12EU |
| <b>Mothers Name:</b>                                  | Shona Lamond                                           |
| <b>Fathers Name:</b>                                  | John Reid                                              |

## Authorised Representative

|                         |                                                                        |
|-------------------------|------------------------------------------------------------------------|
| <b>Firm Name</b>        | INS Law                                                                |
| <b>Address</b>          | Building B, 23 Goodlass Road,<br>Speke, Liverpool, England, L24<br>9HJ |
| <b>Email</b>            | evidence@inslaw.co.uk                                                  |
| <b>Telephone</b>        | 0161 888 0830                                                          |
| <b>Matter Reference</b> | 101049                                                                 |

Dear Sir/Madam,

I, Sinead Reid , 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.

|                   |                                                                                    |
|-------------------|------------------------------------------------------------------------------------|
| <b>Signature</b>  |  |
| <b>Print Name</b> | Sinead Reid                                                                        |
| <b>Date</b>       | 23/07/2026                                                                         |

# Certificate of Authenticity

Fintrixor — electronic signature record



|                         |                                                                  |
|-------------------------|------------------------------------------------------------------|
| Certificate ID          | 01KY7J3YW1A6Z0HR06NGDX4DRK                                       |
| Document ID             | 01KY7HWZQYBJKREYWW5M3M810V                                       |
| SHA-256 Document Hash   | 1f58ad8b78af9847f6887317b5443584a7c1c32ca12878adbab721eea3cad0c6 |
| Recipient Name          | Miss Sinead Chrystal Fiona Elizabeth Rose Reid                   |
| Recipient Email         | sineadreid2011@live.co.uk                                        |
| Signing Timestamp (UTC) | 2026-07-23 13:19:56                                              |
| IP Address              | 78.86.129.181                                                    |
| Browser                 | Chrome on Android                                                |

## Signing Consent & Review

|                                      |                                            |
|--------------------------------------|--------------------------------------------|
| Document opened                      | 2026-07-23 13:16:47 UTC                    |
| Document reviewed (scrolled through) | 2026-07-23 13:19:45 UTC                    |
| Consent confirmed                    | 2026-07-23 13:19:56 UTC from 78.86.129.181 |

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                     | 2026-07-23 13:16:08 | 45.145.101.64 | Unknown browser |
| Document sent to recipient           | 2026-07-23 13:16:14 | 45.145.101.64 | Unknown browser |
| Document opened by recipient         | 2026-07-23 13:16:47 | 66.249.81.160 | Chrome          |
| Document opened by recipient         | 2026-07-23 13:17:14 | 78.86.129.181 | Unknown browser |
| Document opened by recipient         | 2026-07-23 13:17:22 | 78.86.129.181 | Chrome          |
| Document reviewed (scrolled through) | 2026-07-23 13:19:45 | 78.86.129.181 | Chrome          |
| Legally-binding consent confirmed    | 2026-07-23 13:19:56 | 78.86.129.181 | Chrome          |
| Document signed                      | 2026-07-23 13:19:56 | 78.86.129.181 | Chrome          |

Verify this certificate at <https://esign.fintrixor.co.uk/verify/01KY7J3YW1A6Z0HR06NGDX4DRK>