

NHS Greater Glasgow and Clyde

Date 11/05/2026

Health Records Manager
Nhs Greater Glasgow And Clyde
Admin Building Level 2
G120XH

Ref: 100278

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

Client Name: Mr George Harkness
Client Reference: 100278
Client Address: 107 Main Street , Muirkirk , KA18 3QS
Date of Birth: 17/07/1958
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.

Yours faithfully,

Investigations Team
MMA Legal
E: evidence@mmalegal.co.uk

T: 0161 563 0816

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	George Harkness
Date of Birth:	17/07/1958
Previous Names (if any):	
Current Address:	107 Main Street Muirkirk KA18 3QS
Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

IN FAVOUR OF (the “Representative”)	
Firm Name:	MMA Legal
Address	SToK, 43-59 Princes Street, Stockport
Postcode	SK1 1RY
Email	evidence@mmalegal.co.uk
Telephone Number	0161 563 0816

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;
 - 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

- 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 recordedThis 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;
 - 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:	
Signature	
Print Name	George Harkness
Date	11/03/2026

Witness	
Name	James Ryan
Address	SToK, 43-59 Princes Street, Stockport, SK1 1RY
Occupation	Case Handler
Signature	James Ryan
Date	11/03/2026

Completion Certificate

Reference ID: 9619ea7a-9418-4927-b1f4-4606662ed485

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity
Total Pages: 4
Sent By: James Ryan (195.21.72.3)
Completed Date: Mar 12, 2026 14:03:31 UTC

Signer Information

Name: Mr George Harkness
Email: 19george58@gmail.com
Telephone: 07706505537
IP Address: 82.132.213.193



Verified Electronic Signature

Audit Trail

Action	Timestamp	IP Address
Created	2026-03-11 17:52:54	System
Document link sent to client by email	2026-03-11 17:52:54	System
Document link sent to client by sms	2026-03-11 17:52:55	System
Document link opened by client	2026-03-11 18:02:53	195.21.72.3
Document electronically signed	2026-03-12 14:03:31	82.132.213.193

Security Verification

SHA-256 Checksum: 5b5e30f11d067550aed9abd4096a4cc1fe5a9ead831fc18c8a698edd4b0d8bf2

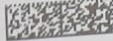
This document is a legally binding record of the e-signature process.

SunLife

Guaranteed Over 50 Plan

40502_DM007234220
Mr George Harkness
107
Main Street
Muirkirk
Cumnock
KA18 3QS

00GK24HPC00073
00606600GK24HPC



March 2026

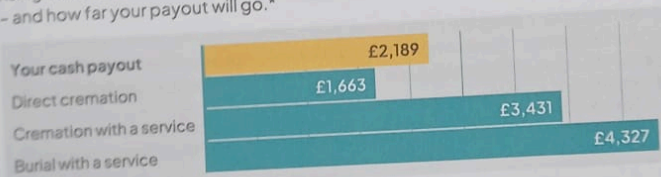
How far will your £2,189 go?

Dear Mr Harkness,

It's great to know you've already started with SunLife and set money aside for your loved ones. Here's your annual Statement of Cover. Please check your details are correct and you're still happy with the amount you're leaving.

How much are funerals in Scotland?

You might already have enough to cover your needs, but it's good to be aware of rising funeral costs. Have a look below to see how much a funeral could cost you - and how far your payout will go.*



Send-off costs UK average: £1,312

Amount organisers spend on optional extras like catering, flowers and venue hire, on top of the funeral service.

Another whole-of-life insurance plan can give them even more when it matters most - helping further towards funeral costs, or simply leaving them a little extra.

When you take out your new **Guaranteed Over 50 plan**, you'll get:

- ✓ **Bigger payout** than new customers for the same monthly premium, with a **time-limited boost** if you take out your plan by 28th April
- ✓ **£140 gift card** to spend in the shops you love
- ✓ **Access to a FREE Health and Wellbeing Service**

Don't forget, your **affordable premiums will never rise**. Find out more in the **Important to know** and **Information** sections on the back of this letter.

Yours sincerely,

Mark Screepton
Mark Screepton, CEO

SunLife - Protecting families since 1810

* Funeral costs are based on regional averages. Funerals with service include collection and care of deceased, pre-paying disbursements, hearse, wood-effect coffin, and fees for burial/cremation. Send-off cost is national average and weighted by percentage of organisers choosing optional extras. SunLife Cost of Dying Report 2026. Read more at sunlife.co.uk/funeral-costs

Council
The Opera House
8 John Finnie Street
Kilmarnock
KA1 1DD
Telephone: 01563 554400



9826 0072 2000

09925/10271

Mr

UK DRIVING LICENCE



1. HARKNESS
2. MR GEORGE
3. 17.07.1958 UNITED KINGDOM
- 4a. 01.07.2025 4c. DVLA
- 4b. 16.07.2026
5. HARKN507178G99YL 56
- 7.

George Harkness

8. 107 MAIN STREET, MUIRKIRK, CUMNOCK,
KA18 3QS

9. AM/A/B1/B/C1/C/D1/BE/G1E/D1E/11/11/11/11/11

charges for your Band
Billing

COUNCIL TAX B

Galaxy A15