

Dumfries and Galloway Council

Date 22/07/2026

Data Protection Officer
Dumfries And Galloway Council
Council Headquarters
English Street
Dumfries
DG1 2DD

Our Ref: DSAR-20260722-249369

Client Ref: 100370

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our
Reference: 100370

Client Name: Miss Helen Martin

Client Address: 26 Firmuir Avenue, Thornhill, DG3 5HY

Client Reference: 100370

Date of Birth: 31/10/1990

Name in Care: Helen Louise Elizabeth Capperault Portillo Young Fullarton

Previous Address:

Parents Names: Mother: - Father:

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:

Castle Douglas Foster parent Mary Garvy- Dumfries : 2001

Mary Culbert- Galoway - Foster Family : 2001-2002

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. Should you for any reason be unable to send documents to the above email, please notify us via the same email imminently.

Yours faithfully,

Investigations Team

MMA Legal

E: evidence@mmalegal.co.uk

T: 0161 570 0550

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	Helen Martin
Date of Birth:	31/10/1990
Previous Names (if any):	
Current Address:	26 Firmuir Avenue Thornhill DG3 5HY
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	Helen Martin
Date	25/03/2026

Witness	
Name	Billie Tyrie
Address	SToK, 43-59 Princes Street, Stockport, SK1 1RY
Occupation	Case Handler
Signature	Billie Tyrie
Date	25/03/2026

Completion Certificate

Reference ID: 68b2fd23-90ea-43cc-88c4-1095ded4ad0e

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity
Total Pages: 4
Sent By: Billie Tyrie (85.255.236.51)
Completed Date: Mar 26, 2026 12:06:50 UTC

Signer Information

Name: Miss Helen Martin
Email: helenfullarton3@gmail.com
Telephone: 07506549848
IP Address: 81.151.39.29



Verified Electronic Signature

Audit Trail

Action	Timestamp	IP Address
Created	2026-03-25 17:32:57	System
Document link sent to client by email	2026-03-25 17:32:57	System
Document link sent to client by sms	2026-03-25 17:32:58	System
Document link opened by client	2026-03-25 17:33:06	74.125.208.43
Document electronically signed	2026-03-26 12:06:50	81.151.39.29

Security Verification

SHA-256 Checksum: f5a107f44c078c8726a7e23cbd8b37518d1c52841a0973cdb925187251a351b1

Extract of an entry in a REGISTER of BIRTHS
Registration of Births, Deaths and Marriages (Scotland) Act 1965

BE 0267727 CE

BIRTH		District No. 680	Year 1995	Entry No. 174	N.H.S. No.	680	90	717
Registered in the District of Ayr								
1. Surname Fullarton							2. Sex F	
Name(s) Helen Louise Elizabeth Capperauld Portillo Young								
3. When born 1990 October, Thirtieth 0806 hours				4. Where born Ayrshire Central Hospital Tavistock				
5. Mother's name(s) and surname Beverly Mary Capperauld Portillo					6. Maiden surname Young			
7. Mother's usual residence (if different from 4 above) 8 Cassillis Street Ayr								
8. Father's name(s) and surname John Harvey Cuthbert Fullarton								
9. Occupation Landscape Gardener								
10. Date and place of marriage		Year 1993	Month 5	Day 23	Place Ayr			
11. Informant's signature and qualification (Signed) B Fullarton Mother								
12. When registered		Year 1995	Month 4	Day 12	13. (Signed) Stuart W Kerr Assistant Registrar			
14.								

Extracted from the Register of Births

on Twentyseventh August 2001

The above particulars incorporate any subsequent corrections or amendments to the original entry made with the authority of the Registrar General.

Warning

It is an offence under section 53(3) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965 for any person to pass as genuine any copy or reproduction of this extract which has not been made by a district registrar or assistant registrar and authenticated by his signature. This includes any photocopy made by any other person. Any person who falsifies or forges any of the particulars on this extract or knowingly uses, gives or sends as genuine any false or forged extract is liable to prosecution under section 53(1) of the said Act. This extract is evidence of an event recorded in a register of births. It is NOT evidence of the identity of the person presenting it.

Carolyn Cuthbert Asst Registrar