

**Kilsyth Medical Centre (Kilsyth, North  
Lanarkshire)**

Date 26/08/2026

Burngreen Hall  
Kilsyth  
Glasgow  
G65 0HT

Our Ref: DSAR-20260826-394052

Client Ref: 100406

Subject: Data Subject Access Request - Full GP Medical Records - Our Reference:100406

Client Name: Miss Melissa Mchardy

Client Reference: 100406

Client Address: 16 Edmonstone Drive, Glasgow, G65 0DQ

Date of Birth: 27/01/1970

Name in Care:

Previous Address:

NHS Number:

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 a complete copy of the patient's full medical records, including all data held in electronic, paper, and archived formats.

**This specifically includes:**

Full GP records (not a summary printout)

Consultation notes and free-text entries

Historical paper records (including Lloyd George records where applicable)

Coded clinical data

Correspondence to and from hospitals, specialists, and external providers

Mental health records held within the GP file  
Safeguarding concerns or alerts  
Referral records and outcomes  
Medication and prescription history  
Any scanned documents or attachments

**Format Requirement**

We require a full record extract, not a patient summary or abbreviated report.

Where possible, please provide a complete system export including consultation notes and attachments.

**Historical Records**

Please ensure searches include:  
Archived and legacy systems  
Paper and scanned records  
Records transferred from previous GP practices

**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 with reasons in writing.

**Non-Holding of Data**

If you do not hold a complete record, please confirm:  
The dates of records held  
Details of any previous GP practices

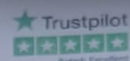
**Service of Documents**

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,

Leah Pearson  
Investigations Team

MMA Legal Limited  
E: [evidence@mmalegal.co.uk](mailto:evidence@mmalegal.co.uk)  
T: +441615700550



Melissa McHardy  
16 Edmonstone Drive  
Kilsyth  
Glasgow  
G65 0DQ

14 February 2026

Dear Melissa,

Thank you for signing up to Vintage Cash Cow - the FREE service that helps people turn vintage items into a bit of extra money. Our customers rate us **Excellent** on TrustPilot so you know you're in safe hands with us.

Enclosed you'll find everything you need to **start selling in just 3, FREE, no obligation** steps:

1. Put your items into any old box. Peel off the postage label sticker from the bottom of this letter and stick it on the outside of your box. Drop your box off at your local Post Office for a **FREE**, tracked and insured delivery or call us for a home collection.
2. Get your **no obligation** cash offer in 7 working days.
3. **Accept** your cash offer and get paid within one working day.

Our experts will make you a good, honest, fair offer for your items. However, if you do decide not to sell - that's ok - they'll send everything back to you for **FREE**. It's a win-win, no-lose situation.

**So don't delay - start turning your valuables into money today, especially when your postage label is only valid for 21 days!**

All the best,

Your Vintage Cash Cow Team