

Date 10/04/2026

NHS Highland

Assynt House
Beechwood Business Park
Inverness
IV23BW

Ref: 100866

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

Client Name: Mr James Test Taylor
Client Address: 94 Kingsheath Avenue, Dovecot, Liverpool, L14 2DH
Date of Birth: 11/01/1995
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

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T: 0161 563 0816