

Change Grow Live, Falkirk FK1 1LL

Date 09/06/2026

Falkirk

Falkirk

Scotland

FK11LL

Our Ref: DSAR-20260609-6ECA3E

Client Ref: 100360

Subject: Data Subject Access Request – Mental Health Records - Our Reference: 100360

Client Name: Mr Charles Milne

Address: Flat 18 , 35 Main Street, Bonnybridge, FK4 1AF

Client Reference: 100360

Date of Birth: 05/12/1980

Also Known As:

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 within your mental health services, across all systems and formats.

This includes, but is not limited to:

Full mental health records and care files

Psychological and psychiatric assessments

Therapy and counselling records, including session notes

Clinical notes and free-text entries

Risk assessments and safeguarding records

Care plans and treatment plans

Correspondence between clinicians and external agencies

Referral records and outcomes

Crisis team or liaison team involvement
Any records of disclosures made by the patient
Any scanned documents, attachments, or archived materials

Format Requirement

We require a complete record disclosure, including detailed clinical and therapy notes.
Please do not provide a summary or abbreviated extract in place of the full record.

Historical Records

Please ensure searches include:
Archived and legacy systems
Paper and scanned records
Records held under previous service structures or successor organisations

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 was known to your service
Details of any alternative or successor service providers

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

FALKIRK COUNCIL

01324 506070 www.falkirk.gov.uk



99600/00046/0011554
MR CHARLES MILNE
FLAT 18
35 MAIN STREET
BONNYBRIDGE
FK4 1AF

Rent Year	2026/2027
Account No	1360939140019
Date of Issue	18 th March 2026

Property Address

FLAT 18
35 MAIN STREET
BONNYBRIDGE

ANNUAL RENT CHARGES

From 6th April 2026 your rent is going up by 9%.

Your new weekly rent is

Weekly Rent	
Basic Rent	£109.69
Other charges	£3.24
Total Rent	£112.93
Housing Benefit	£0.00
Weekly amount to pay	£112.93

Important Payment Information

Please set up a Direct Debit if you have rent to pay and have a bank or building society current account. If you can't set up a Direct Debit, pay quickly and securely online at www.falkirk.gov.uk/payrent. More details on the ways to pay can be found at www.falkirk.gov.uk/howrent.

Why is my rent changing?

Last year, Falkirk Council asked tenants about rent increases. People chose:

- 9.5% increase for 2025-2026
- 9% increase for 2026-2027
- 7% increase for 2027-2028

The Council agreed to this.

Check your rent online

You can look at your rent account using Housing Online www.falkirk.gov.uk/housingonline

The no charge periods this year are 29/06/2026 - 12/07/2026 and 28/12/2026 - 10/01/2027. If you have an arrangement to repay rent arrears it

