

Edinburgh City Council

Date 19/08/2026

No address on record

Our Ref: DSAR-20260819-8FD7F2

Client Ref: 101147

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our Reference: 101147

Client Name: Mr Paul Alexander Murrin

Client Address: 5D Bogwood Road, Mayfield, Dalkeith, Midlothian, EH22 5AD

Client Reference: 101147

Date of Birth: 04/07/1976

Name in Care:

Previous Address: 40 Larch Crescent, Mayfield, Midlothian, EH22 5NA

Parents Names: Mother: Christine Moyers (Glass) - Father: George Murrin

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:

Edinburgh City Council: 1976 - 1988

Forteviot House: 1988

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,

James Taylor

Investigations Team

INS Law

E: evidence@inslaw.co.uk

T: +441618880834

Department of Clinical Psychology

NXC316B



Paul Murrin
5d Bogwood Road
Mayfield
Dalkeith
Midlothian
EH22 5AD

Astley Ainslie Hospital
133 Grange Loan
Edinburgh
Midlothian
EH9 2HL

Contact Number:
Date: 23 April 2026
Our Ref: 500579219W
CHI: 0407761136

Dear Murrin

Notification of Addition to the Outpatient Waiting List

Speciality: Clinical Psychology

We have received a referral for you to the above specialty and have now added you to the waiting list.

All Health Boards across Scotland are under significant pressure. Priority is given to those who require urgent and life-preserving treatment but please be assured we are doing everything we can to reduce waiting times for all our services.

All referrals are reviewed by experienced clinicians and patients are seen in order of clinical priority. To help you understand how long you may have to wait, the current waiting times for our main specialty areas are available at this link www.nhsllothian.scot/waitingtimes/outpatient

If you are unable to access this, please contact the Clinical Psychology Waiting List Office on and they will be able to advise you further.

We may be in touch with you while you are on the waiting list, to check that you still require to be seen and that your circumstances have not changed. Please ensure you respond to any letters or messages you receive from us. If your address or telephone number has changed recently, or you know of any dates when you will not be available to come in for treatment, please contact the Clinical Psychology Waiting List Office on the number above. Please consider carefully any appointment that is offered to you, if you are unable to accept these then you may need be returned to your referrer.

We understand that your situation may change while you are waiting. Please let us know if you no longer need sent an appointment. If you need to speak to someone about changes in your condition, please contact your GP.

We are sorry for the length of time you may have to wait for your appointment, but please be assured that everything possible is being done to reduce waiting times across NHS Lothian.

Thank you for your understanding during this challenging time.

Yours sincerely,



Letter of Authority

Authorisation to Act in Relation to Data Subject Access Requests

Full Name	Paul Murrin
Date of Birth	04/07/1976
Previous Names (if any)	
Current Address	5D Bogwood Road Mayfield Dalkeith, Midlothian EH22 5AD
Previous Address (relevant to care placements)	40 Larch Crescent Mayfield Midlothian EH225NA
Mothers Name:	Christine Moyers (Glass)
Fathers Name:	George Murrin

Authorised Representative

Firm Name	INS Law
Address	Building B, 23 Goodlass Road, Speke, Liverpool, England, L24 9HJ
Email	evidence@inslaw.co.uk
Telephone	0161 888 0830
Matter Reference	101147

Dear Sir/Madam,

I, Paul Murrin , confirm that I have instructed INS Law to act on my behalf in relation to the exercise of my data protection rights, including my right of access under the UK General Data Protection Regulations and the Data Protection Act 2018. This authority is provided specifically in relation to my application to The Scottish Redress Scheme, providing authority to INS Law to obtain any and all information they deem necessary to progress my application.

I authorise INS Law, including its partners, directions, employees, consultants, agents, and authorised representatives, to:

1. Prepare, submit, and pursue Data Subject Access Requests on my behalf;
2. Correspond with you and communicate with you on my behalf in relation to any Data Subject Access Request or associated data protection matter;
3. Request confirmation as to whether you process my personal data;
4. Request access to, and copies of, my personal data and any supplementary information to which I am entitled under applicable data protection law;
5. Request information concerning the purposes of processing, categories of personal data processed, recipients or categories of recipients, retention periods, sources of data, and any automated decision-making or profiling, where applicable;
6. Provide, confirm, or clarify information reasonably required to identify me and locate my personal data;
7. Receive correspondence, disclosures, copies of personal data, explanations, schedules, electronic files, paper records, and any other response or material provided in connection with the request;
8. Correspondence with you regarding the scope, timing, format, completeness, or adequacy of any response;
9. Raise queries, challenge omissions, request clarification, request further searches, and pursue follow-up correspondence where necessary; and
10. Where appropriate, assist me in making complaints or representations to the Information Commissioner's Office or in taking any further steps arising from your response or failure to respond.

This authority applies to personal data held by you in any form, including paper records, electronic records, correspondence notes, call recordings, account records, internal records, case files, databases, emails, messages, audio recordings, CCTV footage, and any other records containing my personal data.

This authority extends to all personal data concerning me that you hold.

I request all correspondence and disclosure materials relating to any Data Subject Access Request be sent directly to INS Law using the contact details above, quoting reference

I further authorise INS Law to disclose any records, personal data, special category personal data, witness statements and application materials obtained on my behalf to independent Scottish solicitors or legal advisers where reasonably required for the purpose of advising me on any offer, award, review, reconsideration or statutory waiver under the Scottish Redress Scheme.

This authority remains valid from the date of signature, unless revoked by me in writing.

Signature	
Print Name	Paul Murrin
Date	21/07/2026

Certificate of Authenticity

Fintrixor — electronic signature record



Certificate ID	01KY2NEWYK0VNYNXFDWG67CK6R
Document ID	01KY2N549HJ6TTSC2DT2AY2S7R
SHA-256 Document Hash	107bc639d7ed899764ff183f85056c6d82c7567e3402e0df38798db98ac1694b
Recipient Name	Mr Paul Alexander Murrin
Recipient Email	paulmurrin38@outlook.com
Signing Timestamp (UTC)	2026-07-21 15:42:08
IP Address	86.150.67.216
Browser	Chrome on Android

Signing Consent & Review

Document opened	2026-07-21 15:37:08 UTC
Document reviewed (scrolled through)	2026-07-21 15:42:03 UTC
Consent confirmed	2026-07-21 15:42:08 UTC from 86.150.67.216

Statement confirmed: "I confirm that my electronic signature is legally binding and has the same legal effect as a handwritten signature."

Audit Trail

Event	Timestamp (UTC)	IP Address	Browser
Document created	2026-07-21 15:36:48	45.145.101.64	Unknown browser
Document sent to recipient	2026-07-21 15:37:01	45.145.101.64	Unknown browser
Document opened by recipient	2026-07-21 15:37:08	66.249.81.169	Chrome
Document opened by recipient	2026-07-21 15:37:25	66.102.7.41	Chrome
Document opened by recipient	2026-07-21 15:39:45	86.150.67.216	Chrome
Document opened by recipient	2026-07-21 15:40:23	86.150.67.216	Chrome
Document reviewed (scrolled through)	2026-07-21 15:42:03	86.150.67.216	Chrome
Legally-binding consent confirmed	2026-07-21 15:42:08	86.150.67.216	Chrome
Document signed	2026-07-21 15:42:08	86.150.67.216	Chrome

Verify this certificate at <https://esign.fintrixor.co.uk/verify/01KY2NEWYK0VNYNXFDWG67CK6R>