Bourtreehill Medical Practice
Bourtreehill Health Centre
Cheviot Way
Bourtreehill South
Irvine
KA111JU

Date 12/08/2026

Our Ref: DSAR-20260812-9E7504
Client Ref: 101118

Subject: Data Subject Access Request - Full GP Medical Records - Our Reference:101118

Client Name: Miss Margaret Jacqueline Lundy Cooper
Client Reference: 101118
Client Address: 2 Cheviot Gardens , Irvine , North Ayrshire, KA11 1GZ
Date of Birth: 22/01/1978
Name in Care:
Previous Address: North Ayrshire
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.

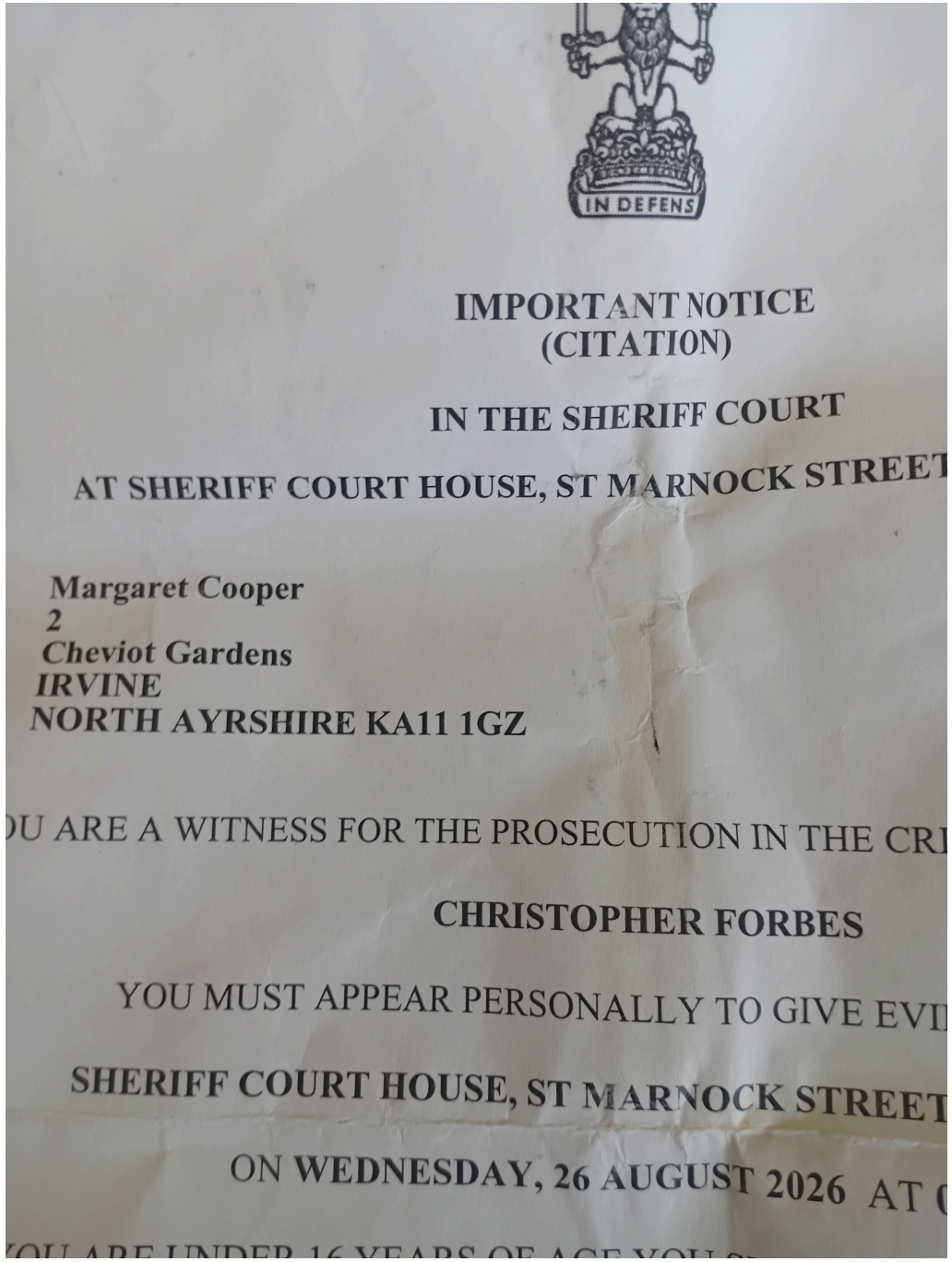
Non-Holding of Data
If you do not hold a complete record, please confirm:
The dates of records held
Details of any previous GP practices

Service of Documents
We only accept service of documents via email at evidence@mmalegal.co.uk. 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


IN DEFENS

IMPORTANT NOTICE
(CITATION)

IN THE SHERIFF COURT

AT SHERIFF COURT HOUSE, ST MARNOCK STREET

Margaret Cooper
2
Cheviot Gardens
IRVINE
***NORTH* AYRSHIRE KA11 1GZ**

)U ARE A WITNESS FOR THE PROSECUTION IN THE CRI

CHRISTOPHER FORBES

YOU MUST APPEAR PERSONALLY TO GIVE EVI

SHERIFF COURT HOUSE, ST MARNOCK STREET

ON **WEDNESDAY, 26 AUGUST 2026** AT (

YOU ARE UNDER 16 YEARS OF AGE YOU

Letter of Authority

Autorisation to Act in Relation to Data Subject Access Requests

Full Name	Margaret Cooper
Date of Birth	22/01/1978
Previous Names (if any)	
Current Address	2 Cheviot Gardens Irvine North Ayrshire KA11 1GZ
Previous Address (relevant to care placements)	North Ayrshire
Mothers Name:	Wilma Lundy
Fathers Name:	Williams Cooper

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	101118

Dear Sir/Madam,

I, Margaret Cooper , 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.

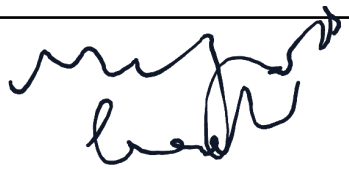
This authority applies to personal data held by you in any form, including paper records, electronic records, correspondence notes, call recordings, account records, internal records, case files, databases, emails, messages, audio recordings, CCTV footage, and any other records continuing my personal 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	Margaret Cooper
Date	17/07/2026

Certificate of Authenticity

Fintrixor — electronic signature record

Certificate ID	**01KXR8AGDDRXMG751C2NZM2XE3**
Document ID	**01KXR7WWRV395WR2WKJWTB96G2**
SHA-256 Document Hash	**9d851f1068ec9c8741feed4e751cf81f77752e1a59c9740f5f3f472e06a8e960**
Recipient Name	**Miss Margaret Jacqueline Lundy Cooper**
Recipient Email	**margaretlundy90@gmail.com**
Signing Timestamp (UTC)	**2026-07-17 14:40:08**
IP Address	**185.69.144.188**
Browser	**Chrome on Android**

Signing Consent & Review

Document opened	**2026-07-17 14:38:23 UTC**
Document reviewed (scrolled through)	**2026-07-17 14:40:03 UTC**
Consent confirmed	**2026-07-17 14:40:08 UTC from 185.69.144.188**

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	**2026-07-17 14:32:43**	**45.145.101.64**	**Unknown browser**
Document sent to recipient	**2026-07-17 14:33:13**	**45.145.101.64**	**Unknown browser**
Document opened by recipient	**2026-07-17 14:38:23**	**185.69.144.188**	**Chrome**
Document reviewed (scrolled through)	**2026-07-17 14:40:03**	**185.69.144.188**	**Chrome**
Legally-binding consent confirmed	**2026-07-17 14:40:08**	**185.69.144.188**	**Chrome**
Document signed	**2026-07-17 14:40:08**	**185.69.144.188**	**Chrome**

Verify this certificate at https://esign.fintrixor.co.uk/verify/01KXR8AGDDRXMG751C2NZM2XE3