

Highland Council

Date 21/08/2026

No address on record

Our Ref: DSAR-20260821-AD4857

Client Ref: 101077

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our Reference: 101077

Client Name: Miss Lyndsey Margaret Urquhart

Client Address: 6 Druids Road, Scone, Perth, PH2 6LQ

Client Reference: 101077

Date of Birth: 01/02/1977

Name in Care:

Previous Address: Highland council

Parents Names: Mother: Rosslyn Mathson - Father: Ian Urquhart

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:

Highland Council: 1977 - 1985

Foster Care: 1986 - 1988

Foster Care: 1988 - 1990

Highland Council: 1990 - 2005

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



DRIVING LICENCE



19.05.2032



MAY32

1. URQUHART
2. MS LYNDSEY MARGARET
3. 01.02.1977 SCOTLAND
- 4a. 20.05.2022 4c. DVLA
- 4b. 19.05.2032
5. URQUH752017LM8AC 91

7. *L. Urquhart*

8. 6 DRUIDS ROAD, SCONE, PERTH, PH2 6LQ

9. AM/A/B1/B/BE/f/k/p/q





Letter of Authority

Authorisation to Act in Relation to Data Subject Access Requests

Full Name	Lyndsey Urquhart
Date of Birth	01/02/1977
Previous Names (if any)	
Current Address	6 Druids Road Scone Perth PH2 6LQ
Previous Address (relevant to care placements)	Highland Council
Mothers Name:	Rosslyn Mathson
Fathers Name:	Ian Urquhart

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	101077

Dear Sir/Madam,

I, Lyndsey , 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	Lyndsey Urquhart
Date	31/07/2026

Certificate of Authenticity

Fintrixor — electronic signature record



Certificate ID	01KYG7X5VVFEK8FGA8VA4N6NFR
Document ID	01KY4EQ49HEGFRSETQ4HNFTNQ6
SHA-256 Document Hash	7ff279d0ef59f26ab5dd9745e11af4a111f773d865eb1b25272b569d1c58ba95
Recipient Name	Miss Lyndsey Margaret Urquhart
Recipient Email	lynziandy@gmail.com
Signing Timestamp (UTC)	2026-07-31 23:24:45
IP Address	82.132.236.76
Browser	Safari on iOS

Signing Consent & Review

Document opened	2026-07-31 22:54:17 UTC
Document reviewed (scrolled through)	2026-07-31 23:00:54 UTC
Consent confirmed	2026-07-31 23:24:45 UTC from 82.132.236.76

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	2026-07-22 08:22:47	45.145.101.64	Unknown browser
Document sent to recipient	2026-07-22 08:22:55	45.145.101.64	Unknown browser
Document opened by recipient	2026-07-31 22:54:17	82.132.236.76	Safari
Document reviewed (scrolled through)	2026-07-31 23:00:54	82.132.236.76	Safari
Legally-binding consent confirmed	2026-07-31 23:24:45	82.132.236.76	Safari
Document signed	2026-07-31 23:24:45	82.132.236.76	Safari

Verify this certificate at <https://esign.fintrixor.co.uk/verify/01KYG7X5VVFEK8FGA8VA4N6NFR>