

**Logan Practice**

Date 09/06/2026

Kenilworth Avenue  
Wilshaw  
ML27LP

Our Ref: DSAR-20260609-C50CFE  
Client Ref: 100246

Subject: Data Subject Access Request - Full GP Medical Records - Our Reference:100246

Client Name: Ms Kirsteen Rooney  
Client Reference: 100246  
Client Address: 229, Cambusnethan Street, Wishaw, ML2 8PW  
Date of Birth: 06/10/1983  
Also Known As:  
Name in Care:  
NHS Number:  
Previous Addresses:

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](mailto: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](mailto:evidence@mmalegal.co.uk)

T: 0161 570 0550



**Chief Executive's Office**  
Greg Taylor  
Chief Officer (Finance and Technology)  
PO BOX 9060  
Motherwell, ML1 1SH  
www.northlanarkshire.gov.uk



3086  
Miss K Rooney  
229 Cambusnethan Street  
Wishaw  
ML2 8PW

HB/CTR Reference: 176119  
Ctax Account No: 159957898

Date: 10/03/2026

For queries contact the South Benefits Team  
Tel: 01698 403210  
Email: [benefitsteam@northlan.gov.uk](mailto:benefitsteam@northlan.gov.uk)

Dear Miss Rooney

**No Change in Benefit**

**Notification of Council Tax Reduction Decision**

I have worked out your council tax reduction again from 16/02/2026 because you have had a change to your DWP income. However this has not changed your reduction amount, which remains as follows:

**CTS**

£8.03 per week from 16/02/2026 to 31/03/2026  
£8.93 per week from 01/04/2026

— Council tax reduction for 2025/26 has not changed. The total amount of council tax reduction for that year is £418.46. Please refer to your most recent Council Tax Bill for your monthly installment amount.

— Council tax reduction for 2026/27 has not changed. The total amount of council tax reduction for that year is £465.41. Please refer to your most recent Council Tax Bill for your monthly installment amount.

**What to do now**

Details of the information you have given me and how your benefit has been worked out are shown on the following pages. Details are also given of what you should do if you disagree with my decision. You should read this letter very carefully. It is especially important that you check through the pages marked "please read this page carefully".

Please note that if you are in receipt of Universal Credit, your Council Tax Reduction (CTR) has been calculated automatically based on this award. If you do not wish to receive this reduction, please notify us immediately.

**Universal Credit**

## **DEED OF AUTHORITY & CONSENT**

<b>THIS DEED is made on the date of signature below by (the “Client”)</b>	
Full Name:	Kirsteen Rooney
Date of Birth:	06/10/1983
Previous Names (if any):	
Current Address:	229, Cambusnethan Street Wishaw ML2 8PW
Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

<b>IN FAVOUR OF (the “Representative”)</b>	
Firm Name:	MMA Legal
Address	SToK, 43-59 Princes Street, Stockport
Postcode	SK1 1RY
Email	evidence@mmalegal.co.uk
Telephone Number	0161 563 0816

### **1. STATUS AND CONSTRUCTION**

- 1.1. This Deed is executed as a deed and constitutes valid written authority for the purposes of:
  - 1.1.1. UK GDPR
  - 1.1.2. Data Protection Act 2018
  - 1.1.3. Common law confidentiality
  - 1.1.4. Any related statutory, regulatory or supervisory framework
- 1.2. This Deed shall be interpreted purposively and broadly to give full effect to the Client’s intention that all personal data and Records relating to them be disclosed to the Representative, subject only to lawful statutory restriction.
- 1.3. This Deed is intended to provide clear and comprehensive authority for disclosure of the Client’s personal data.

### **2. APPOINTMENT**

- 2.1. The Client appoints the Representative to act fully on their behalf in connection with:
  - 2.1.1. An application to Redress Scotland;
  - 2.1.2. Any review, reconsideration or appeal;
  - 2.1.3. Evidence gathering and submission;
  - 2.1.4. Any associated advisory, compensatory or restorative process.
- 2.2. Requests made by the Representative shall be treated as made personally by the Client.

### **3. SCOPE OF AUTHORITY**

- 3.1. This Authority applies to all public and private bodies including (without limitation):
  - 3.1.1. Local Authorities and Councils
  - 3.1.2. NHS Boards and GP Practices
  - 3.1.3. Health & Social Care Partnerships
  - 3.1.4. Integration Joint Boards
  - 3.1.5. Religious bodies and orders
  - 3.1.6. Residential and foster care providers
  - 3.1.7. Education authorities and schools
  - 3.1.8. Government departments
  - 3.1.9. Archive services
  - 3.1.10. Insurers holding historical liability files
  - 3.1.11. Successor, merged or restructured public bodies
- 3.2. The Authority applies whether Records are:
  - 3.2.1. Archived, microfiche, digitised or handwritten;
  - 3.2.2. Stored off-site by contractors;
  - 3.2.3. Held by dissolved or reconstituted institutions;
  - 3.2.4. Transferred following statutory reorganisation.
- 3.3. The Client requests that records not be withheld solely on administrative grounds such as archival storage or institutional restructuring including, for example:
  - 3.3.1. The institution has closed or restructured;
  - 3.3.2. Records are archived or require manual retrieval;
  - 3.3.3. Records are held by insurers or successor bodies;
  - 3.3.4. Retrieval involves time or administrative burden.

### **4. SPECIAL CATEGORY DATA – EXPLICIT CONSENT**

- 4.1. For the purposes of Article 9 UK GDPR and Schedule 1 Data Protection Act 2018, the Client gives explicit consent to disclosure of all special category data including:
  - 4.1.1. Physical and mental health records
  - 4.1.2. Psychiatric and psychological reports
  - 4.1.3. Therapy and counselling notes
  - 4.1.4. CAMHS records
  - 4.1.5. Social work and safeguarding files
  - 4.1.6. Ethnicity or religious data where recordedThis includes all NHS and private medical providers.

This explicit consent may be withdrawn at any time by written notice.

## **5. CRIMINAL OFFENCE DATA – EXPLICIT CONSENT**

5.1. For the purposes of Article 10 UK GDPR and Schedule 1 Data Protection Act 2018, the Client gives explicit consent to disclosure of:

- 5.1.1. Criminal offence data
- 5.1.2. Police investigation material
- 5.1.3. Child protection investigations
- 5.1.4. Statements and intelligence logs
- 5.1.5. Outcome decisions

including records held by:

- 5.1.6. Police Scotland
- 5.1.7. Any predecessor Scottish police force
- 5.1.8. Prosecuting authorities.

## **6. THIRD-PARTY DATA AND REDACTION**

- 6.1. The existence of third-party data shall not justify refusal to disclose the Client's personal data.
- 6.2. Where necessary, redaction shall be limited strictly to third-party information.
- 6.3. Mixed data shall be disclosed in redacted form rather than withheld in entirety.

## **7. PROPORTIONALITY AND REASONED DECISION-MAKING**

- 7.1. Any refusal, limitation or redaction must:
  - 7.1.1. Identify the specific statutory exemption relied upon;
  - 7.1.2. Explain how that exemption applies to the particular Record;
  - 7.1.3. Confirm why partial disclosure is not possible;
  - 7.1.4. Be communicated in writing.
- 7.2. Blanket refusal without statutory justification may not satisfy statutory obligations under applicable data protection legislation.
- 7.3. Any reliance upon "disproportionate effort" must provide written reasoning demonstrating why staged disclosure or redaction is not feasible.

## **8. VALIDITY AND FORMAL REQUIREMENTS**

- 8.1. This Deed remains valid for 24 months from execution unless withdrawn in writing.
- 8.2. Disclosure shall not be refused because:
  - 8.2.1. An internal template form has not been used;
  - 8.2.2. The Authority is considered "out of date" within internal policy;
  - 8.2.3. Additional consent is sought beyond reasonable identity verification.
- 8.3. Any organisation acting in good faith reliance upon this Deed shall be fully discharged in making disclosure.

## **9. REGULATORY AND STATUTORY RIGHTS**


In the event of non-compliance, refusal, or unreasonable delay in responding to a lawful request made under this Deed, the Client and/or the Representative reserve the right to pursue any statutory or regulatory remedies available under applicable law.

This may include raising concerns with the relevant supervisory authority or regulator where appropriate.

Nothing in this Deed limits the Client's rights under the UK GDPR, the Data Protection Act 2018, or any other applicable statutory framework.

Withdrawal shall not invalidate disclosures already made in reliance upon this Deed.

### **EXECUTION AS A DEED**

Signed and delivered as a Deed by the Client:	
Signature	
Print Name	Kirsteen Rooney
Date	19/05/2026

Witness	
Name	Jamie Kelly
Address	SToK, 43-59 Princes Street, Stockport, SK1 1RY
Occupation	Case Handler
Signature	Jamie Kelly
Date	19/05/2026

# Completion Certificate

Reference ID: 80e163dc-5050-45ea-8558-25e085a62d23

## Document Details

**Document Name(s):** part-1, part-3, loa  
**Total Pages:** 4  
**Sent By:** Jamie Kelly (195.70.94.138)  
**Completed Date:** May 19, 2026 08:22:21 UTC

## Signer Information

**Name:** Ms Kirsteen Rooney  
**Email:** kirsteenrooney83@gmail.com  
**Telephone:** 07516432578  
**IP Address:** 86.161.203.106



Verified Electronic Signature

## Audit Trail

Action	Timestamp	IP Address
Created	2026-05-19 08:21:09	System
Document link sent to client by sms	2026-05-19 08:21:10	System
Document link sent to client by email	2026-05-19 08:21:10	System
Document link opened by client	2026-05-19 08:21:50	86.161.203.106
Document electronically signed	2026-05-19 08:22:21	86.161.203.106

## Security Verification

SHA-256 Checksum: a817608a4c58e8ae5e1ac2c50483002f69b1fc97147a45698215c56c125ea677

*This document is a legally binding record of the e-signature process.*