

Sighthill Red Medical practice

Date 10/07/2026

Sighthill Red Medical Practice
Sighthill Health Centre
Edinburgh
EH114AU

Our Ref: DSAR-20260710-DF7B03

Client Ref: 100018

Subject: Data Subject Access Request - Full GP Medical Records - Our Reference:100018

Client Name: Mr Donald Macmillan

Client Reference: 100018

Client Address: 75/2 Calder Gardens, EH11 4JX

Date of Birth: 18/05/1958

Name in Care: David Gordon Reed

Previous Address: 36 Montgomery Street, Hillside, Edinburgh

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,

Investigations Team
MMA Legal

E: evidence@mmalegal.co.uk

T: 0161 570 0550

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	Donald MacMillan
Date of Birth:	18/5/1958
Previous Names (if any):	
Current Address:	75/2 Calder Gardens EH11 4JX

Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

IN FAVOUR OF (the “Representative”)	
Firm Name:	MMA Legal
Address	43-59 Princes Street, Stockport
Postcode	SK1 1RY
Email	admin@mmalegalsolicitors.com
Telephone Number	0330 341 3679
CHI / NHS Number (if known):	

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 recorded

This 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	<i>Donald Macmillan</i>
Print Name	Donald MacMillan
Date	Feb 20 2026 15:21 GMT

Witness	
Name	Elliot Logan
Address	MMA Legal, Stok, SK1 1RY
Occupation	File Handler
Signature	
Date	25/02/2026

Certificate of Completion

Summary

Document ID: 4AE803519-LFTN2BR-XMPNAKQ4A2SQKFC50QPRCXW47GWQJ9YRUUO

Document name: MMA Claim Form 20% 2

Sent by: Elliot Logan <elliott@gmmb.uk>

Organization: MMA Legal Limited

Sent on: Feb 20, 2026 14:50:31 GMT

Completed on: Feb 21, 2026 19:39:27 GMT

Sign order: Sequential

No. of documents: 1

Time zone: Europe/London (GMTZ)

Signers: 2

Receives a copy: 0

Approvers: 0

Witnesses: 0

Recipient reviewers: 0

Recipients



Donald Macmillan
donaldmacmillan872@gmail.com
|+44-7769179383

Signature

Donald Macmillan

Emailed on: Feb 20, 2026 14:50:33 GMT

Viewed on: Feb 20, 2026 15:12:32 GMT

Terms agreed on: Feb 20, 2026 15:21:28 GMT

Signed on: Feb 20, 2026 15:21:53 GMT

Sent via SMS on: Feb 20, 2026 14:50:33 GMT

Accessed from: 86.181.12.184

Device used: Mobile

Authentication type: None



Matthew Bell
matt.bell@mmalegal.co.uk

Signature

Matthew Bell

Emailed on: Feb 20, 2026 15:21:53 GMT

Viewed on: Feb 21, 2026 19:39:19 GMT

Terms agreed on: Feb 21, 2026 19:39:22 GMT

Signed on: Feb 21, 2026 19:39:27 GMT

Accessed from: 212.54.135.150

Device used: Web

Authentication type: None

Legal Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

Please read the following information carefully. By clicking the 'I agree' button, you agree that you have reviewed the following terms and conditions and consent to transact business electronically using Zoho Sign electronic signature system. If you do not agree to these terms, do not click the 'I agree' button.

Electronic documents

Please note that MMA Legal Limited ("we", "us" or "Company") will send all documents electronically to you to the email address that you have given us during the course of the business relationship unless you tell us otherwise in accordance with the procedure explained herein. Once you sign a document electronically, we will send a PDF version of the document to you.

Request for paper copies

You have the right to request paper copies of these documents sent to you electronically from admin@mmalegalsolicitors.co.uk. Alternatively, you also have the ability to download and print these documents sent to you electronically, and re-upload a scanned copy of the printed and physically signed documents. If you, however, wish to request paper copies of these documents sent to you electronically, you can write back to the sender.

Withdrawing your consent

At any point in time during the course of our business relationship, you have the right to withdraw your consent to receive documents in electronic format. If you wish to withdraw your consent, you can decline to sign a document that we have sent to you and send an email to admin@mmalegalsolicitors.co.uk informing us that you wish to receive documents only in paper format. Upon request from you, we will stop sending documents using Zoho Sign electronic signature system.

To advise MMA Legal Limited of your new email address

If you need to change the email address that you use to receive notices and disclosures from us, write to us at admin@mmalegalsolicitors.co.uk

System requirements

Compatible with recent versions of popular browsers such as Chrome, Firefox, Safari, and Edge. Zoho Sign is also available on iOS and Android devices.

Before completing the form read
carefully the instructions overleaf.

STAFF - IN CONFIDENCE (when completed)

PERSONAL SUMMARY

ROUTINE F/Ident./177
(Revised April 1970)

FOR OFFICIAL USE ONLY

		YOURSELF Height <u>4</u> Ft. <u>11 1/2</u> ins.	SPOUSE Date of Marriage	FATHER (See Note 4)	MOTHER (See Note 4)
SURNAME (See Note 5)	(a) Now	1. REED	11.	21. MACMILLAN	31. REED
	(b) Previously	2. MACMILLAN	12.	22.	32. MACMILLAN
Fore Names (in full)		3. DONALD GORDON	13.	23. JOHN JAMES CONRIE	33. PATRICIA
RESIDENTIAL ADDRESSES during the last five years in U.K. and abroad with relevant dates (See Note 6)		4. 472 MOSS LANE EAST RUSHOLME MANCHESTER.	14.	24. 36 MONTGOMERY ST. EDINBURGH SCOTLAND.	34. AS BOX 4
PERMANENT CIVILIAN ADDRESS (See Notes 7 and 8)		5. AS BOX 4	15.	25. AS BOX 24	35. AS BOX 4
NATIONALITY (See Note 9)	(a) Now	6. BRIT / SCOTTISH	16.	26. BRIT / SCOTTISH	36. BRIT / SCOTTISH
	(b) At Birth (if different from (a))	7.	17.	27.	37.
BIRTH (See Note 10)	(a) Date	8. 18-5-58	18.	28. 29-5-36	38. 15-8-41
	(b) Place	9. PERTH	19.	29. PERTH	39. MOTHERWELL
CIVIL OCCUPATION		10. SCHOLAR	20.	30. WIRE WORKER	40. HOUSEWIFE

41. Detailed PARTICULARS OF ALL CIVILIAN EMPLOYMENT during last five years
and any service at any time in Armed Forces.

42. Full names, relationship, nationality and address of ALL NEAR RELATIVES
(including in-laws and step-relations) resident outside the U.K. (excluding EIRE).
(Continue on separate sheet if necessary.)

24323085

43. Religion	44. Service Number	45. Rank/ Rating	46. Branch/ Trade	47. Date of Enlistment	48. Terms of Service	49. Unit/Regt/Corps/Port Div	50. Command/Dept.
CCE		J/TPR		5.8.74	NE 6	J/LORS	BOVINGTON