

## SUBJECT ACCESS REQUEST â PARTIAL DISCLOSURE LETTER

Dear Solicitor,

Please find enclosed our response to the Subject Access Request submitted on behalf of your client.

Following a thorough review of our records, we have located the documents set out in the accompanying schedule. However, we wish to draw your attention to the following limitations of this disclosure:

1. RECORDS DESTRUCTION: Records relating to the period prior to 1985 have been destroyed in accordance with our records retention policy, which was compliant with NHS guidance at the time. We are unable to confirm whether records from this period existed.
2. THIRD-PARTY REDACTIONS: Information relating to third parties (other service users, staff, and relatives) has been redacted pursuant to Section 40(2) of the DPA 2018. Redacted sections are marked in the enclosed documentation.
3. CLINICAL OPINION WITHHELD: Certain clinical opinion notes have been withheld as they relate to third-party clinical professionals who have not consented to disclosure.

A schedule of all documents reviewed and the basis for any withholding is enclosed.

Yours sincerely,  
Data Protection & Information Governance  
Subject Access Team