

National Records of Scotland

Date 28/04/2026

New Register House
Edinburgh
EH13YT

Ref: 100860

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018

Client Name: Mr Henry Young
Client Address: 16/2 Chalmers Crescent, Edinburgh, EH9 1TS
Client Reference: 100860
Date of Birth: 22/01/1963
Also Known As:
Name in Care:

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:

Colonsay House in Perth - Perth & Kinross Council : 1973 - 1974
Balgowan School in Dundee: 1974 - 1975
Oakbank School school in Aberdeen Council : 1975 - 1976
Rossie farm school Scotland: 1976 - 1978

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,

Investigations Team

MMA Legal

E: evidence@mmalegal.co.uk

T: 0161 563 0816

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	Henry Young
Date of Birth:	22/01/1963
Previous Names (if any):	
Current Address:	16/2 Chalmers Crescent Edinburgh EH9 1TS
Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

IN FAVOUR OF (the “Representative”)	
Firm Name:	
Address	
Postcode	
Email	
Telephone Number	

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

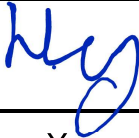
In the event of non-compliance, refusal, or unreasonable delay in responding to a lawful request made under this Deed, the Client and/or the Representative reserve the right to pursue any statutory or regulatory remedies available under applicable law.

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	Henry Young
Date	09/04/2026

Witness	
Name	James Ryan
Address	
Occupation	Case Handler
Signature	James Ryan
Date	09/04/2026

Completion Certificate

Reference ID: f827be78-d81c-4525-bf43-9cd1257c8c69

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity
Total Pages: 4
Sent By: James Ryan (195.21.72.3)
Completed Date: Apr 09, 2026 13:31:14 UTC

Signer Information

Name: Mr Henry Young
Email: henryyoung221963@gmail.com
Telephone: 07521338552
IP Address: 78.147.177.168



Verified Electronic Signature

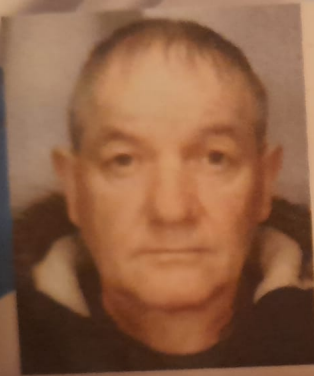
Audit Trail

Action	Timestamp	IP Address
Created	2026-04-09 13:29:48	System
Document link sent to client by sms	2026-04-09 13:29:49	System
Document link sent to client by email	2026-04-09 13:29:49	System
Document link opened by client	2026-04-09 13:30:11	195.21.72.3
Document electronically signed	2026-04-09 13:31:14	78.147.177.168

Security Verification

SHA-256 Checksum: c8d537123a94c763b420655e2ec800a44a6ea9cbcca7935329de0a7225318eb3

•EDINBURGH•
THE CITY OF EDINBURGH COUNCIL



Henry Young
6336 6815 0529 8901

ITSO 633597 0273 1152 6917

saltirecard





NHS Lothian
102 West Port
Edinburgh
Midlothian
EH3 9DN

NXC316A



Mr Henry Young
16/2 Chalmers Crescent
Edinburgh
EH9 1TS

2 April 2020
Your reference number: 700441563E
CHI number: 2201630232

Dear Mr Young

Notification of Addition to the Orthopaedics Outpatient Waiting List

Specialty: Orthopaedics

We have received a referral for you to the above specialty and have now added you to the waiting list.

All Health Boards across Scotland are under significant pressure. Priority is given to those who require urgent and life-preserving treatment but please be assured we are doing everything we can to reduce waiting times for all our services.

All referrals are reviewed by experienced clinicians and patients are seen in order of clinical priority. To help you understand how long you may have to wait, the current waiting times for our main specialty areas are available at this link www.nhslothian.scot/waitingtimes/outpatient

If you are unable to access this, please contact the Orthopaedics Waiting List Office on 0131 536 1626 and they will be able to advise you further.

We may be in touch with you while you are on the waiting list, to check that you still require to be seen and that your circumstances have not changed. Please ensure you respond to any letters or messages you receive from us. If your address or telephone number has changed recently, or you know of any dates when you will not be available to come in for treatment, please contact the Orthopaedics Waiting List Office on the number above. Please consider carefully any appointment that is offered to you, if you are unable to accept these then you may need be returned to your referrer.

We understand that your situation may change while you are waiting. Please let us know if you no longer need sent an appointment. If you need to speak to someone about changes in your condition, please contact your GP.

We are sorry for the length of time you may have to wait for your appointment, but please be assured that everything possible is being done to reduce waiting times across NHS Lothian.

Thank you for your understanding during this challenging time.

Yours sincerely,