

## **Arnella Williams-Baker**

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**From:** DSAR-ATMR  
**Sent:** 16 March 2026 12:01  
**To:** Data Protection (SW)  
**Cc:** HS Subject Access Requests  
**Subject:** RE: Data Subject Access Request - Dorothy Menellis (REF 471-2025) - further information required  
**Attachments:** Dorothy Menellis ID.pdf; Dorothy Menellis AIKER HA DSAR.docx.pdf; DOROTHY MENELLIS - POA.pdf; Dorothy Menellis Authorisation Mandate.pdf

Dear Sirs,

I refer to the email below. Our client is unable to provide the DOBs for her siblings; however, the names have been provided below.

A request was submitted to the Mitchell Library, where records from the former Strathclyde region which pre-dates East Renfrewshire Council are held in archive. They confirmed on 12 February 2026 that they have conducted a search of their database but unfortunately have not matched an entry to the details provided so far.

**They have however advised that there are potential files for the family but they cannot corroborate with the current provided information. If you are able to provide DOBs or birth order or confirm birth order, they will be able to expand on this search.**

***Client: Dorothy Menellis (Sinclair)***

***Date of Birth: 30/09/1960***

***[Previous Names (if applicable): Dorothy Sinclair***

***Mother's name (including any maiden name): Margaret Sinclair (Armstrong)***

***Father's name: John Bradley Sinclair***

***Siblings: Elizabeth Sinclair, David Sinclair, Agnes Sinclair, Helen Sinclair, Catherine Sinclair (DOB's Unknown)***

***Address before care or area lived: 1 Love St, Kilwinning KA13 7LQ***

We refer to the above and confirm we are instructed in respect of a Redress Scheme application. Please be advised that we are writing to the you in order to obtain the following information. As part of our client's application to the Redress Scheme Scotland, he advised us that he was within:-

***Approximate Dates in Care: 1972 to 1976 approx***

***Institution(s): Client believes she was sent to Carswood House, near Johnstone  
Church of Scotland hostel aged approx. 16 for 2 years***


We are seeking to obtain records confirming this in support of his application to the Redress Scheme. Please find attached a signed mandate on behalf of our client authorising the release of this information. If you require any further information, please do not hesitate to contact our office.

Yours faithfully,

Arnella



Aiker Legal Ltd  
4a Edison Court, Elice Way,  
Technology Park,  
Wrexham,  
LL13 7YT

 0203 004 6549

 [www.aikerlegal.org](http://www.aikerlegal.org)

SRA number: 8004747

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**From:** HS Subject Access Requests <subjectaccesshscp@eastrenfrewshire.gov.uk>

**Sent:** 13 February 2026 10:24

**To:** DSAR-ATMR <DSAR-ATMR@aikerlegal.org>

**Subject:** Re: Data Subject Access Request - Dorothy Menellis (REF 471-2025) - further information required

OFFICIAL

Further to your request for information I can confirm that East Renfrewshire Council does not hold any information locally in relation to Dorothy Menellis.

A request was submitted to the Mitchell Library, where records from the former Strathclyde region which pre-dates East Renfrewshire Council are held in archive. They confirmed on 12 February 2026 that they have conducted a search of their database but unfortunately have not matched an entry to the details provided so far.

They have however advised that there are potential files for the family but they cannot corroborate with the current provided information. If you are able to provide DOBs or birth order or confirm birth order, they will be able to expand on this search.

If you are dissatisfied with the way in which your request has been dealt with or indeed any other aspect of the Council's handling of your information, you can ask our Data Protection Officer (DPO) to review the matter on your behalf. The Council operates an internal review process and would welcome an opportunity to address any dissatisfaction you may have.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO). Further information about your information rights can be found on the Information Commissioner's website at <https://ico.org.uk/your-data-matters/>

Contact details for both are as follows:

Data Protection Officer  
East Renfrewshire Council  
Council Headquarters  
Eastwood Park  
Rouken Glen Road  
Giffnock  
G46 6UG  
or e-mail at [dpo@eastrenfrewshire.gov.uk](mailto:dpo@eastrenfrewshire.gov.uk)

Information Commissioner's Office (ICO)  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113 / 01625 545 745  
e-mail: [casework@ico.org.uk](mailto:casework@ico.org.uk)

East Renfrewshire Health & Social Care Partnership  
HSCP Headquarters, Eastwood Health and Care Centre, Drumby Crescent, Clarkston, G76 7HN  
[subjectaccesshscp@eastrenfrewshire.gov.uk](mailto:subjectaccesshscp@eastrenfrewshire.gov.uk)

Connect and share with us:  
[www.eastrenfrewshire.gov.uk/health-and-care](http://www.eastrenfrewshire.gov.uk/health-and-care) | [@ERHSCP](https://twitter.com/ERHSCP)

Protective Marking – 'Mark to Protect'

OFFICIAL - *No special handling controls and no requirement to mark (routine business information)*

OFFICIAL-SENSITIVE - *Protective measures/controls required (business sensitive, personal or special category information)*

East Renfrewshire Health & Social Care Partnership  
HSCP Headquarters, Eastwood Health and Care Centre, Drumby Crescent, Clarkston, G76 7HN  
[subjectaccesshscp@eastrenfrewshire.gov.uk](mailto:subjectaccesshscp@eastrenfrewshire.gov.uk)

Connect and share with us:

[www.eastrenfrewshire.gov.uk/health-and-care](http://www.eastrenfrewshire.gov.uk/health-and-care) | [@ERHSCP](https://twitter.com/ERHSCP)

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OFFICIAL-SENSITIVE - *Protective measures/controls required (business sensitive, personal or special category information)*

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**From:** DSAR-ATMR <DSAR-ATMR@aikerlegal.org>

**Sent:** 12 December 2025 14:04

**To:** CE Subject Access Requests <subjectaccess@eastrenfrewshire.gov.uk>; dataprotection@nrscotland.gov.uk  
<dataprotection@nrscotland.gov.uk>

**Subject:** Data Subject Access Request - Dorothy Menellis

Dear Sirs

**Client: Dorothy Menellis**

**Date of Birth: \*\*\*\***

**[Previous Names (if applicable): \*\*\*\***

**Mother's name (including any maiden name): M\*\*\*\***

**Father's name: J\*\*\*\***

**Siblings: E\*\*\*\***

**Address before care or area lived: 1 \*\*\*\***

We refer to the above and confirm we are instructed in respect of a Redress Scheme application.

Please be advised that we are writing to the you in order to obtain the following information. As part of our client's application to the Redress Scheme Scotland, he advised us that he was within:-

**Approximate Dates in Care: \*\*\*\***

**Institution(s): \*\*\*\***

We are seeking to obtain records confirming this in support of his application to the Redress Scheme. Please find attached a signed mandate on behalf of our client authorising the release of this information. If you require any further information, please do not hesitate to contact our office.

Yours faithfully,


Aiker Legal Ltd

4a Edison Court, Elice Way,

Technology Park,

Wrexham,

LL13 7YT

 0203 004 6549

 [www.aikerlegal.org](http://www.aikerlegal.org)

SRA number: 8004747

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