

## Arnella Williams-Baker

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**From:** HS Subject Access Requests <subjectaccesshscp@eastrenfrewshire.gov.uk>  
**Sent:** 13 February 2026 10:24  
**To:** DSAR-ATMR  
**Subject:** Re: Data Subject Access Request - Dorothy Menellis (REF 471-2025) - further information required

**Categories:** External party could not locate client for DSAR.

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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**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,



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 0203 004 6549

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SRA number: 8004747

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