

## Arnella Williams-Baker

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**From:** DSAR-ATMR  
**Sent:** 12 December 2025 14:05  
**To:** subjectaccess@eastrenfrewshire.gov.uk; dataprotection@nrscotland.gov.uk  
**Subject:** Data Subject Access Request - Dorothy Menellis  
**Attachments:** DOROTHY MENELLIS - POA.pdf; Dorothy Menellis ID.pdf; Dorothy Menellis Authorisation Mandate.pdf; Dorothy Menellis AIKER HA DSAR.docx.pdf

Dear Sirs

**Client: Dorothy Menellis**

**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**

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)

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