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From: WDHSCP <WDHSCP@west-dunbarton.gov.uk>
Sent: 15 December 2025 11:28
To: DSAR-ATMR
Subject: Data Subject Access Request -Peter Noble
Attachments: 3a. SAR Acknowledgement Appendix 1.docx

Official Sensitive

Thank you for your request dated 15th December 2025

Your request has been forwarded to the HSCP Information Team who as part of this request will carry out searches on our HSCP Case Management (CareFirst) and Electronic Document Management Systems (Comino).

For any historical files a request will be made on your behalf to Glasgow Life, based in the Mitchell Library. Glasgow life hold all WD historical files.

Everyone's experience of accessing personal records is unique. The process of requesting and reviewing these records—particularly those relating to childhood—can evoke a range of emotions. For some individuals, this may have an impact on their wellbeing and mental health. To support you through this process, I have included contact details for relevant organisations and the services they offer in *Appendix 1*. These services are available to provide emotional support, guidance, and assistance. Please do not hesitate to reach out to them if you—or your client—feel that support would be beneficial.

The West Dunbartonshire (WD) Family Placement Team can offer support in reviewing the contents of your file. If your client would like to access this service, please respond to this email with a request for *Family Placement Support*. Once your file has been prepared, we will pass your details to the Family Support Manager, who will then make contact to arrange the next steps.

It is important to highlight that other organisations may independently hold your client's records. You can approach any organisation that you believe may hold such records and request access to them directly.

In certain cases, where the volume of files we hold is particularly large or the request is complex, we reserve the right to extend the response timescale by up to an additional two months. This is in accordance with applicable data access regulations. Generally, we do not need to apply this extension, but if it becomes necessary, we will inform you promptly. For further details, please refer to the following link

[What to expect after making a subject access request | ICO](#)

We look forward to hearing from you

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