

Our Ref: AG/NMcG/AT  
Your Ref:  
Contact: Nicola McGrath  
E-mail: [ChildrenFamiliesGeneralAdmin@northlan.gov.uk](mailto:ChildrenFamiliesGeneralAdmin@northlan.gov.uk)  
Date: 5 January 2026



**Education & Families**

Alison Gordon  
Chief Social Work Officer (Education,  
Families, Justice and Integrated  
Practice)  
Civic Centre  
Windmillhill Street,  
Motherwell ML1 1AB  
[www.northlanarkshire.gov.uk](http://www.northlanarkshire.gov.uk)

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

Dear Raymond

**Subject Access Request – William Japp (DOB: 8 January 1970)**

Thank you for your request to access William Japp's personal information under the Data Protection Act 2018 or the General Data Protection Regulation dated 15 December 2025.

Your request is being handled by Mahrukh Shahid, Social Worker, Carers Centre, Mitchell Street, Airdrie, ML6 0EB. Email: [CarersTeamGeneralAdmin@northlan.gov.uk](mailto:CarersTeamGeneralAdmin@northlan.gov.uk). You may contact Mahrukh if you have a question about your request.

We have considered your request and are searching for information relating to you. However, due to the volume and complexity of the information requested, it is clear at this stage that it will taking longer than one month for us to respond to your request, and it may take us up to three months.

As this is the situation, you can expect a response by 15 March 2026 although we will try to have the response ready for you earlier.

Please note that an individual is entitled to a copy of their own personal information but **not necessarily** to the document in which that information is contained. The response we send you will contain a description of the personal data that we hold. The response may not contain a full copy – redacted or otherwise – of the original records that we hold.

If/...



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VISIT**

If you are not happy with our response to your request, you can ask us for a review of your request. You also have the right to complain to the Information Commissioner's Office or seek judicial remedies. Information is available on the Information Commissioner's website at <https://ico.org.uk/your-data-matters/raising-concerns/>

Yours sincerely



**Nicola McGrath**  
**Education & Families Manager**