



Chief Officer
Pat Togher
BA Social Work

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www.glasgow.gov.uk
www.nhsggc.org.uk

Our Ref: 20260226-DP8510175-RutS
Your Ref:
Date: 26 February 2026

Michelle Sherratt
Aiker Legal
Michelles@aikerlegal.org

Dear Ms Dobson

**Request for Access to Records
Your Client – Sharon Ruthven**

I am writing with regard to your application requesting access to your client's childhood social work records.

We have searched our electronic records and can find no records in relation to your clients childhood.

An enquiry was submitted to the records manager at the Mitchell Library. This enquiry was accompanied by the information you supplied. The records manager confirmed, after relevant searches, that no Glasgow Social Work records could be found.

The Mitchell Library is the main repository for social work client files and general social work information that has been archived. Records for Glasgow City Council and preceding Local Authority structures, Strathclyde Regional Council and Glasgow Corporation are held there.

If we can find no trace of electronic records and no manual record under record management functions of the Mitchell Library, then all searches are exhausted.

I regret that I can assist you no further in this matter but hope that the information above assists in explaining the extent and nature of searches conducted.

Complaints:

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your request for personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate). Visit their website for more information at- <https://ico.org.uk/make-a-complaint/>

Yours sincerely

Megan Leitch

Megan Leitch
Administrative Assistant
Complaints, FOI and Investigations Team
Glasgow City Health and Social Care Partnership

If phoning or visiting, please ask for Megan Leitch
Telephone 0141 276 2535
Email DataProtection@sw.glasgow.gov.uk