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## Automatic reply: Data Subject Access Request - Miss Karen Mccabe

**From** [GL Archives](#)**To** [MMA Legal](#)**Date** Wed 15:43

Summary
 Headers
 Plain text

Thank you for emailing Glasgow City Archives. This is an automated response.

Please note that due to staff shortages, it is taking longer than usual to arrange appointments and respond to enquiries. We will be in touch with you as soon as we can. If you're emailing to book an appointment, please note that you should wait to receive confirmation of the date and time of your appointment before visiting the searchroom.

Glasgow City Archives is open on an appointment basis. Our opening hours are 9.30am - 7pm each Tuesday and 9.30am – 4.30pm each Wednesday, Thursday and the first Saturday of every month. Please note that you must book at least one week in advance.

If you would like to request an appointment, please read the FAQs and complete the appointment booking form which are both available to access at: <https://www.glasgowlife.org.uk/media/d3qdxmgb/20221215-archives-faqs.pdf>

We aim to respond to appointment requests as a matter of priority. For other enquiries, we endeavour to reply as soon as we are able to and we thank you for your patience in awaiting a response.

If you would like to make a Freedom of Information request, please contact [foi@glasgowlife.org.uk](mailto:foi@glasgowlife.org.uk) . If you would like to make a Data Subject Access Request, please follow the guidance at: <https://www.glasgowlife.org.uk/contact-us/data-subject-access-requests>.

Glasgow Life is committed to managing and safeguarding your data. Our privacy statement and policies, which provide clear information on how we handle and protect your personal information, can be found at <https://www.glasgowlife.org.uk/the-small-print/privacy-glasgow-life>

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Scottish charity: SC037844

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