



RE: Data Subject Access Request - Miss Sheila Mclean - DP8572843

From Data Protection (SW) <DataProtection@sw.glasgow.gov.uk>

Date Mon 2026-04-27 1:47 PM

To MMA Legal <evidence@mmalegal.co.uk>

 1 attachment (109 KB)

20260427-DP8572843-MMAL-SAR Ack Letter.docx;

Dear Sir/Madam,

Further to your recent Subject Access Request on behalf of your client, please find enclosed our letter of acknowledgement.

Regards

Elaine McCorkell
Administration Officer
Complaints, FOI and Investigations Team
Business Development
Glasgow City Health and Social Care Partnership
Commonwealth House
32 Albion Street
Glasgow G1 1LH
Email elaine.mccorkell@glasgow.gov.uk
www.glasgowcity.hscp.scot
www.glasgow.gov.uk
www.nhsggc.org.uk

From: MMA Legal <evidence@mmalegal.co.uk>

Sent: 22 April 2026 20:25

To: Data Protection (SW) <DataProtection@sw.glasgow.gov.uk>

Subject: Data Subject Access Request - Miss Sheila Mclean

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018

Client Name: Miss Sheila Mclean

Client Address: 2/1, 17, Merryton Avenue, Glasgow, G15 7PR

Client Reference: 100064

Date of Birth: 13/03/1969

Also Known As:

Name in Care:

Dear Sir/Madam,

We act on behalf of the above-named individual who was placed in residential care at the institution(s) referenced below during the approximate period stated.

Approximate Dates of Placement:

- Quarriers Brichavier: 1970
- good shepherds centre: 1982

We submit this request under Article 15 of the UK General Data Protection Regulation and the Data Protection Act 2018.

We expect a response within the statutory one calendar month period. If you require an extension, please confirm this in writing with full justification.

Please find the enclosed request.

We thank you for your assistance in this matter.

Yours faithfully,

Investigations Team

MMA Legal

E: evidence@mmalegal.co.uk

T: 0161 563 0816

MMA Legal Limited, a company registered in England and Wales with registered number 13900519

Authorised and regulated by the Solicitors Regulation Authority number 8000579

Registered Office: Stok, Princes Street, Stockport SK1 1RY

This email and any attachments are confidential and intended solely for the individual or entity to whom they are addressed. If you have received this email in error, please notify the sender immediately and delete it from your system.

Any unauthorised use, disclosure, copying, or distribution of this communication is strictly prohibited.

We process personal data in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Personal information contained within this communication must be handled securely and only for its intended purpose.

Whilst we take reasonable steps to ensure the accuracy of information contained in this email, no liability is accepted for any reliance placed on its contents. Nothing in this email constitutes legal or financial advice unless expressly stated.

Proud host city of the 2026 Commonwealth Games

Please print responsibly and, if you do, recycle appropriately.

Disclaimer: This email is from Glasgow City Council or one of its Arm's Length Organisations (ALEOs). Views expressed in this message do not necessarily reflect those of the council, or ALEO, who will not

necessarily be bound by its contents. If you are not the intended recipient of this email (and any attachment), please inform the sender by return email and destroy all copies. Unauthorised access, use, disclosure, storage or copying is not permitted. Please be aware that communication by internet email is not secure as messages can be intercepted and read by someone else. We therefore strongly advise you not to email any information which, if disclosed to someone else, would be likely to cause you distress. If you have an enquiry of this nature then please write to us using the postal system. If you choose to email this information to us there can be no guarantee of privacy. Any email, including its content, may be monitored and used by the council, or ALEO, for reasons of security and for monitoring internal compliance with the office policy on staff use. Email monitoring or blocking software is also used. Please be aware that you have a responsibility to make sure that any email you write or forward is within the bounds of the law. Glasgow City Council, or ALEOs, cannot guarantee that this message or any attachment is virus free or has not been intercepted and amended. You should perform your own virus checks.

Protective Marking

We are using protective marking software to mark all our electronic and paper information based on its content, and the level of security it needs when being shared, handled and stored. You should be aware of what these marks mean for you when information is shared with you:

- 1.OFFICIAL SENSITIVE (plus one of four sub categories: Personal Data, Commercial, Operational, Senior Management) - this is information regarding the business of the council or of an individual which is considered to be sensitive. In some instances an email of this category may be marked as PRIVATE
- 2.OFFICIAL - this is information relating to the business of the council and is considered not to be particularly sensitive
- 3.NOT OFFICIAL – this is not information about the business of the council.

For more information about the Glasgow City Council Protective Marking Policy please visit <https://glasgow.gov.uk/protectivemarking> For further information and to view the council's Privacy Statement(s), please click on link below:www.glasgow.gov.uk/privacy