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## Acknowledgement - Our Ref; SOR 26 021 SM

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**From** Data-Governance <Data-Governance@swlstg.nhs.uk>

**Date** Fri 2026-04-24 2:32 PM

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

**Cc** Data-Governance <Data-Governance@swlstg.nhs.uk>

### Our Ref: SOR 26 021 SM

Dear Team,

**Your Ref: N/a**

Thank you for your request via email. This message is to confirm safe receipt.

**The Trust will endeavour to complete this request promptly and as soon as possible within the statutory requirements of the Data Protection Act 2018 (DPA). The maximum time period permitted is one calendar month.**

Meanwhile we will be in touch should we require any clarification about the information requested.

If you have any other queries, please don't hesitate to contact us

Thank you

Kind Regards

A blue ink handwritten signature, appearing to read "Lianne Johnson", written over a light blue horizontal line.

**Lianne Johnson**

**Data Governance Officer**

South West London & St. George's Mental Health NHS Trust

Woodroffe House

Tolworth Hospital

Red Lion Road

Surbiton, Surrey

KT6 7QU

**T: 020 3513 6407**

**E-mail; [Lianne.Johnson@swlstg.nhs.uk](mailto:Lianne.Johnson@swlstg.nhs.uk)**

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**From:** MMA Legal <[evidence@mmalegal.co.uk](mailto:evidence@mmalegal.co.uk)>  
**Sent:** 24 April 2026 10:43  
**To:** Data-Governance <[Data-Governance@swlstg.nhs.uk](mailto:Data-Governance@swlstg.nhs.uk)>  
**Subject:** Data Subject Access Request - Mr Steven Martin

Subject: Data Subject Access Request – Hospital / NHS Trust Records

Client Name: Mr Steven Martin  
Client Reference: 100104  
Client Address: 9 Headwell Avenue, KY12 0JX  
Date of Birth: 30/08/1970  
Also Known As:  
Name in Care:  
NHS Number (if known):  
Previous Addresses (if applicable):

Dear Sir/Madam,

We act on behalf of the above-named individual and 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](mailto:evidence@mmalegal.co.uk)  
T: 0161 563 0816

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