

Glasgow City Council

Date 09/06/2026

Commonwealth House
32 Albion Street
Glasgow
G1 1LH

Our Ref: DSAR-20260609-14FB6F
Client Ref: 100834

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our Reference: 100834

Client Name: Mrs Sandra Anderson
Client Address: Flat 5 17 Summerfield Terrace , AB24 5JB, Aberdeen , AB24 5JB
Client Reference: 100834
Date of Birth: 27/04/1964
Also Known As:
Name in Care:

Dear Sir/Madam,

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

Approximate Dates of Placement:
fornethy house angus: 1974 -1975

This request is made under Article 15 of the UK General Data Protection Regulation and Section 45 of the Data Protection Act 2018.

Scope of Request

We request disclosure of all personal data held in relation to our client, across all systems and formats, including but not limited to:

Admission and discharge records

Full placement history, including transfers between care settings

Social work records, case files, and assessments
Daily logs, key worker notes, and case notes
Incident reports, safeguarding records, and protection referrals
Case conference notes, reviews, and internal assessments
Complaints, investigations, and outcomes
Correspondence between staff, local authorities, and external agencies
Records shared with or held by third-party care providers acting on your behalf
Medical, psychological, or educational records held within the care file
Photographs or other documentation relating to our client's time in care
Records identifying staff members and roles involved in their care

Historical and Archived Records

Given the historical nature of this request, we require that all reasonable and proportionate searches are undertaken, including:

Archived and off-site storage
Legacy systems, including paper, microfiche, and scanned records
Records held under previous authority names, reorganisations, or successor bodies
Records held by contracted, private, or voluntary sector care providers commissioned by your authority

Placement and Authority Clarification

Where records indicate placement in additional care settings, we request:

Details of those institutions
Dates of placement
The commissioning or responsible authority

This information is required to ensure a complete and accurate record of our client's time in care.

Format of Disclosure

Please provide the information in electronic format where possible. Where records exist only in non-digital formats, scanned copies will be acceptable.

Enclosures

We enclose:
Signed authority from our client
Proof of identity

Should you require any further information to process this request, please advise promptly.

Statutory Timeframe

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

Non-Holding of Data

If your organisation does not hold the requested data, we require:

Formal written confirmation of this position

Details of any organisation believed to hold the data, including successor or archive bodies where applicable

Service of Documents

We only accept service of documents via email at evidence@mmalegal.co.uk. Should you for any reason be unable to send documents to the above email, please notify us via the same email imminently.

Yours faithfully,

Investigations Team

MMA Legal

E: evidence@mmalegal.co.uk

T: 0161 570 0550

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	Sandra Anderson
Date of Birth:	27/04/1964
Previous Names (if any):	
Current Address:	Flat 5 17 Summerfield Terrace AB24 5JB Aberdeen AB24 5JB
Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

IN FAVOUR OF (the “Representative”)	
Firm Name:	MMA Legal Limited
Address	43-59 Princess Street, Stockport
Postcode	SK1 1RY
Email	evidence@mmalegal.co.uk
Telephone Number	0161 563 0816

1. STATUS AND CONSTRUCTION

- 1.1.** This Deed is executed as a deed and constitutes valid written authority for the purposes of:
 - 1.1.1.** UK GDPR
 - 1.1.2.** Data Protection Act 2018
 - 1.1.3.** Common law confidentiality
 - 1.1.4.** Any related statutory, regulatory or supervisory framework
- 1.2.** This Deed shall be interpreted purposively and broadly to give full effect to the Client’s intention that all personal data and Records relating to them be disclosed to the Representative, subject only to lawful statutory restriction.
- 1.3.** This Deed is intended to provide clear and comprehensive authority for disclosure of the Client’s personal data.

2. APPOINTMENT

MMA Legal Limited, a company registered in England and Wales (registered number: 13900519) is authorised and regulated by the Solicitors Regulation Authority. Access the SRA’s rules at

<http://www.sra.org.uk/solicitors/handbook/welcome.page>

SRA Number: 8000579

- 2.1. The Client appoints the Representative to act fully on their behalf in connection with:
 - 2.1.1. An application to Redress Scotland;
 - 2.1.2. Any review, reconsideration or appeal;
 - 2.1.3. Evidence gathering and submission;
 - 2.1.4. Any associated advisory, compensatory or restorative process.
- 2.2. Requests made by the Representative shall be treated as made personally by the Client.

3. SCOPE OF AUTHORITY

- 3.1. This Authority applies to all public and private bodies including (without limitation):
 - 3.1.1. Local Authorities and Councils
 - 3.1.2. NHS Boards and GP Practices
 - 3.1.3. Health & Social Care Partnerships
 - 3.1.4. Integration Joint Boards
 - 3.1.5. Religious bodies and orders
 - 3.1.6. Residential and foster care providers
 - 3.1.7. Education authorities and schools
 - 3.1.8. Government departments
 - 3.1.9. Archive services
 - 3.1.10. Insurers holding historical liability files
 - 3.1.11. Successor, merged or restructured public bodies
- 3.2. The Authority applies whether Records are:
 - 3.2.1. Archived, microfiche, digitised or handwritten;
 - 3.2.2. Stored off-site by contractors;
 - 3.2.3. Held by dissolved or reconstituted institutions;
 - 3.2.4. Transferred following statutory reorganisation.
- 3.3. The Client requests that records not be withheld solely on administrative grounds such as archival storage or institutional restructuring including, for example:
 - 3.3.1. The institution has closed or restructured;
 - 3.3.2. Records are archived or require manual retrieval;
 - 3.3.3. Records are held by insurers or successor bodies;
 - 3.3.4. Retrieval involves time or administrative burden.

4. SPECIAL CATEGORY DATA – EXPLICIT CONSENT

- 4.1. For the purposes of Article 9 UK GDPR and Schedule 1 Data Protection Act 2018, the Client gives explicit consent to disclosure of all special category data including:
 - 4.1.1. Physical and mental health records
 - 4.1.2. Psychiatric and psychological reports
 - 4.1.3. Therapy and counselling notes
 - 4.1.4. CAMHS records
 - 4.1.5. Social work and safeguarding files
 - 4.1.6. Ethnicity or religious data where recordedThis includes all NHS and private medical providers.

This explicit consent may be withdrawn at any time by written notice.

5. CRIMINAL OFFENCE DATA – EXPLICIT CONSENT

5.1. For the purposes of Article 10 UK GDPR and Schedule 1 Data Protection Act 2018, the Client gives explicit consent to disclosure of:

- 5.1.1.** Criminal offence data
- 5.1.2.** Police investigation material
- 5.1.3.** Child protection investigations
- 5.1.4.** Statements and intelligence logs
- 5.1.5.** Outcome decisions

including records held by:

- 5.1.6.** Police Scotland
- 5.1.7.** Any predecessor Scottish police force
- 5.1.8.** Prosecuting authorities.

6. THIRD-PARTY DATA AND REDACTION

- 6.1.** The existence of third-party data shall not justify refusal to disclose the Client's personal data.
- 6.2.** Where necessary, redaction shall be limited strictly to third-party information.
- 6.3.** Mixed data shall be disclosed in redacted form rather than withheld in entirety.

7. PROPORTIONALITY AND REASONED DECISION-MAKING

- 7.1.** Any refusal, limitation or redaction must:
 - 7.1.1.** Identify the specific statutory exemption relied upon;
 - 7.1.2.** Explain how that exemption applies to the particular Record;
 - 7.1.3.** Confirm why partial disclosure is not possible;
 - 7.1.4.** Be communicated in writing.
- 7.2.** Blanket refusal without statutory justification may not satisfy statutory obligations under applicable data protection legislation.
- 7.3.** Any reliance upon "disproportionate effort" must provide written reasoning demonstrating why staged disclosure or redaction is not feasible.

8. VALIDITY AND FORMAL REQUIREMENTS

- 8.1.** This Deed remains valid for 24 months from execution unless withdrawn in writing.
- 8.2.** Disclosure shall not be refused because:
 - 8.2.1.** An internal template form has not been used;
 - 8.2.2.** The Authority is considered "out of date" within internal policy;
 - 8.2.3.** Additional consent is sought beyond reasonable identity verification.
- 8.3.** Any organisation acting in good faith reliance upon this Deed shall be fully discharged in making disclosure.

9. REGULATORY AND STATUTORY RIGHTS

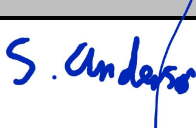
In the event of non-compliance, refusal, or unreasonable delay in responding to a lawful request made under this Deed, the Client and/or the Representative reserve the right to pursue any statutory or regulatory remedies available under applicable law.

This may include raising concerns with the relevant supervisory authority or regulator where appropriate.

Nothing in this Deed limits the Client's rights under the UK GDPR, the Data Protection Act 2018, or any other applicable statutory framework.

Withdrawal shall not invalidate disclosures already made in reliance upon this Deed.

EXECUTION AS A DEED

Signed and delivered as a Deed by the Client:	
Signature	
Print Name	Sandra Anderson
Date	07/04/2026

Witness	
Name	Gemma Rawston
Address	43-59 Princess Street, Stockport, SK1 1RY
Occupation	Case Handler
Signature	Gemma Rawston
Date	07/04/2026

Completion Certificate

Reference ID: f71deaa8-f047-4c46-9154-0b85f815d126

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity
Total Pages: 4
Sent By: Gemma Rawston (195.21.72.3)
Completed Date: Apr 07, 2026 09:57:48 UTC

Signer Information

Name: Mrs Sandra Anderson
Email: sandra.anderson72@yahoo.co.uk
Telephone: 07884226617
IP Address: 2a02:c7c:9ae1:fc00:d582:e52e:7d2b:6827



Verified Electronic Signature

Audit Trail

Action	Timestamp	IP Address
Created	2026-04-07 09:56:45	System
Document link sent to client by sms	2026-04-07 09:56:46	System
Document link sent to client by email	2026-04-07 09:56:46	System
Document link opened by client	2026-04-07 09:57:08	2a02:c7c:9ae1:fc00:d582:e52e:7d2b:6827
Document electronically signed	2026-04-07 09:57:48	2a02:c7c:9ae1:fc00:d582:e52e:7d2b:6827

Security Verification

SHA-256 Checksum: a3a8c60c9915510df53d8f2757c521725f5d74241c6a34d8734b52140f254b98

This document is a legally binding record of the e-signature process.



Get in touch with us

eonnext.com/contact hi@eonnext.com

M

Sandra Anderson 1R 17 Summerfield Terrace Aberdeen AB24 5JB

Your account number: A-07660B05 Bill reference: 292656438 Date: 20 March 2026

Your energy account.



1R 17 Summerfield Terrace, Aberdeen, AB24 5JB

20 Feb 2026 - 19 Mar 2026

On 20 Feb 2026 your previous balance was £132.94 CR

We have charged you (VAT is included)

Electricity 20 Feb 2026 - 19 Mar 2026 £65.00 DR

You have paid

Direct Debit collection 2 Mar 2026 £53.02 CR

On 19 Mar 2026 your new balance was £120.96 CR

Good news - you pay by monthly Direct Debit (DD) so you're getting cheaper prices than if you pay when you receive your bill...

Remember, if you cancel your DD your prices will increase.

Your estimated cost for the year.

£1,062.22 a year for electricity

This is an estimate based on your expected annual energy usage, and your current tariff rates, charges and discounts, including VAT.

Could you save money and pay less?

Remember - it might be worth thinking about switching your tariff or supplier.

For your electricity (on meter point 1714735073359)

Good news, you're already on our cheapest tariff. We'll let you know if this changes.

Your charges in detail.

Table with columns: Electricity, Supply number, S, 01, 0801, 100, 1714735073359

Supply address: 1R 17 Summerfield Terrace, Aberdeen, AB24 5JB

Your electricity tariff.

Prices don't include VAT unless stated.

Table with columns: Electricity, Tariff name, Next Fixed 12m v104

Add to note



any of the following symptoms:

ature or fever; a new, continuous cough; a loss
respiratory virus or any positive tests for respir



DRIVING LICENCE



1. ANDERSON
2. MRS SANDRA
3. 27.04.1964 SCOTLAND
- 4a. 21.09.2017 4c. DVLA
- 4b. 20.09.2027
5. ANDER654274S99PR 13



7. *S. Anderson*
8. 17 SUMMERFIELD TERRACE, ABERDEEN,
AB24 5JB
9. AM/A/B1/B/C1/D1/BE/C1E/D1E/f/k/l/n/p/q