

Glasgow City Council

Date 19/08/2026

Commonwealth House
32 Albion Street
Glasgow
G1 1LH

Our Ref: DSAR-20260819-2E1E24

Client Ref: 100173

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our
Reference: 100173

Client Name: Mr Hugh Logan

Client Address: 30 Appledore Road , Brighton , East Sussex , BN2 4PS

Client Reference: 100173

Date of Birth: 14/02/1963

Name in Care:

Previous Address:

Parents Names: Mother: Mary Mconnell Logan - Father: William Bell Logan

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:

Fife Council: 1968 - 1968

Larchgrove Glasgow: 1968 - 1972

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,

James Taylor
Investigations Team
MMA Legal Limited
E: evidence@mmalegal.co.uk
T: +441615700550

Rent Statement

Account number 600686000074404

Account balance £126.03 Debit
Total housing debt £126.03 Debit
Balance at 5 January 2026

Hugh Logan
30 Appledore Road
Brighton
BN2 4PS

Brighton & Hove City Council

Property Address

30 Appledore Road, Brighton, BN2
4PS

Your rent is due weekly in advance.

Please note, if your tenancy was ended by a court order or a Notice to Quit, this statement does not change that order or notice.

If your dwelling is not a Secure Tenancy, this statement does not imply that a Secure Tenancy has been granted under any circumstances.

Transactions from: 06-OCT-25 to 05-JAN-26

Transaction date	Transaction description	Property charges	Payments	Amount owing	Credit balance
05/01/2026	Weekly Amount Due	£93.66		£126.03	
29/12/2025	Universal Credit		£405.86	£32.37	
29/12/2025	Weekly Amount Due	£93.66		£438.23	
22/12/2025	Weekly Amount Due	£93.66		£344.57	
15/12/2025	Weekly Amount Due	£93.66		£250.91	
08/12/2025	Weekly Amount Due	£93.66		£157.25	
01/12/2025	Weekly Amount Due	£93.66		£63.59	
27/11/2025	Universal Credit		£405.86		£3
24/11/2025	Weekly Amount Due	£93.66		£375.79	
17/11/2025	Weekly Amount Due	£93.66		£282.13	
10/11/2025	Weekly Amount Due	£93.66		£188.47	
03/11/2025	Weekly Amount Due	£93.66		£94.81	
27/10/2025	Universal Credit		£405.86	£1.15	
27/10/2025	Weekly Amount Due	£93.66		£407.01	
20/10/2025	Weekly Amount Due	£93.66		£313.35	
13/10/2025	Weekly Amount Due	£93.66		£219.69	
06/10/2025	Weekly Amount Due	£93.66		£126.03	