

Glasgow City Council

Date 07/05/2026

Commonwealth House
32 Albion Street
Glasgow
G1 1LH

Ref: 100160

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

Client Name: Mr Walter Zaleski
Client Address: 28 Scaraway Street, GLASGOW, G22 7JS
Client Reference: 100160
Date of Birth: 26/10/1970
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:

GRYFFE CASTLE (NOW CHILDREN'S HOME), KILMACOLM ROAD, BRIDGE OF WEIR.: 1984-1989

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 563 0816

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	Walter Zaleski
Date of Birth:	26/10/1970
Previous Names (if any):	
Current Address:	28 Scaraway Street GLASGOW G22 7JS
Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

IN FAVOUR OF (the “Representative”)	
Firm Name:	
Address	
Postcode	
Email	
Telephone Number	

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

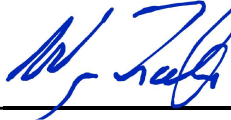
In the event of non-compliance, refusal, or unreasonable delay in responding to a lawful request made under this Deed, the Client and/or the Representative reserve the right to pursue any statutory or regulatory remedies available under applicable law.

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	Walter Zaleski
Date	16/03/2026

Witness	
Name	Ben Taylor
Address	
Occupation	Case Handler
Signature	Ben Taylor
Date	16/03/2026

Completion Certificate

Reference ID: ba6513d3-058c-44d1-be9b-8251a0ed62ab

Document Details

Document Name(s): part-1, part-3, cfa, loa, fee-clarity
Total Pages: 4
Sent By: Ben Taylor (195.21.72.3)
Completed Date: Mar 16, 2026 17:07:25 UTC

Signer Information

Name: Mr Walter Zaleski
Email: waltercz1@outlook.com
Telephone: 07796686069
IP Address: 90.209.4.156



Verified Electronic Signature

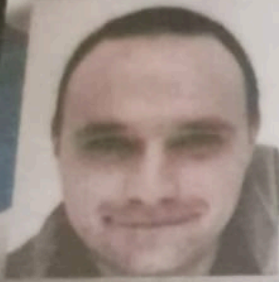
Audit Trail

Action	Timestamp	IP Address
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Document link sent to client by email	2026-03-16 16:05:41	System
Document link sent to client by sms	2026-03-16 16:05:42	System
Document link opened by client	2026-03-16 16:05:49	74.125.208.44
Document electronically signed	2026-03-16 17:07:21	90.209.4.156

Security Verification

SHA-256 Checksum: 212d1fbf4fcff05e4b10f4d4a44aaeeef764d9e380eb50d1c7fb3ac7a7bcb6c8

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



Walter Zaleski
6337 4000 7130 9209

Valid to - 14 NOV 2026

ITSO 633597 0273 1679 3736

saltirecard





Motability Operations Ltd
4400 General Business Park
Arlowick
WELLS, WILT
motability.co.uk

Mr Walter Zaleski
28 Scaraway Street
GLASGOW
G22 7JS



04001103 000010

22 January 2026

Customer Reference Number: 46644168

Dear Mr Zaleski

Get ready for the end of your lease

We're delighted you've chosen to lease another vehicle through the Motability Scheme. Your current lease is due to end on 7 February 2026. To make things simple, you'll give your current vehicle back at the same time as you get your new one.

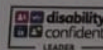
What you need to do next

There are a few important things you need to do when you return your vehicle:

- Make sure you give back everything it came with. This includes your manufacturer handbook, locking wheel nut key and tyre inflation kit. If you return your vehicle without any of these, we might ask you to pay the costs of replacing them.
- You'll also need to return your parcel shelf, both sets of keys and the charging cable (if you have an electric car). If you return it without any of these, you will not qualify for the Good Condition Payment.
- If your vehicle has a multimedia system, restore it to the factory settings. This is to help protect your privacy. You can find out how to do this in your manufacturer's handbook or ask your dealer to do it.
- If you have a personalised number plate, arrange to remove and keep it using your Motability Scheme online account. Sign in or create your account at motability.co.uk/account.
- If your vehicle needs an MOT and this has not been arranged yet, please contact your dealer as soon as possible. To check when your MOT expires, visit the DVLA website at vehicleenquiry.service.gov.uk or call your dealer directly. If you do not return your vehicle with a valid MOT, you will not be eligible for a Good Condition Payment.

ICM11

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