

South Ayrshire Council

Date 09/06/2026

Data Protection Officer
Information Governance Team
Legal and Democratic Services
County Buildings
Wellington Square
Ayr
KA71DR

Our Ref: DSAR-20260609-339927

Client Ref: 100360

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our
Reference: 100360

Client Name: Mr Charles Milne

Client Address: Flat 18 , 35 Main Street, Bonnybridge, FK4 1AF

Client Reference: 100360

Date of Birth: 05/12/1980

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:

Warner Street home - Stevenson : 1991

Clark house - Largs: 1991

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

FALKIRK COUNCIL

01324 506070 www.falkirk.gov.uk



99600/00046/0011554
MR CHARLES MILNE
FLAT 18
35 MAIN STREET
BONNYBRIDGE
FK4 1AF

Rent Year	2026/2027
Account No	1360939140019
Date of Issue	18 th March 2026

Property Address

FLAT 18
35 MAIN STREET
BONNYBRIDGE

ANNUAL RENT CHARGES

From 6th April 2026 your rent is going up by 9%.

Your new weekly rent is

Weekly Rent	
Basic Rent	£109.69
Other charges	£3.24
Total Rent	£112.93
Housing Benefit	£0.00
Weekly amount to pay	£112.93

Important Payment Information

Please set up a Direct Debit if you have rent to pay and have a bank or building society current account. If you can't set up a Direct Debit, pay quickly and securely online at www.falkirk.gov.uk/payrent. More details on the ways to pay can be found at www.falkirk.gov.uk/howrent.

Why is my rent changing?

Last year, Falkirk Council asked tenants about rent increases. People chose:

- 9.5% increase for 2025-2026
- 9% increase for 2026-2027
- 7% increase for 2027-2028

The Council agreed to this.

Check your rent online

You can look at your rent account using Housing Online www.falkirk.gov.uk/housingonline

The no charge periods this year are 29/06/2026 - 12/07/2026 and 28/12/2026 - 10/01/2027. If you have an arrangement to repay rent arrears it




Falkirk Council

Charles Milne
6337 3304 0663 5506

Valid to - 10 AUG 2027

ITSO 633597 0273 2693 7109

saltirecard

