

Glasgow City Archives

Date 08/06/2026

No address on record

Our Ref: DSAR-20260608-39D962

Client Ref: 100893

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our Reference: 100893

Client Name: Mrs Kattie Symons

Client Address: 20 Berryburn, Tighnabruaich, PA21 2BQ

Client Reference: 100893

Date of Birth: 11/05/1986

Also Known As: Kathleen Charlotte Stevenson

Name in Care: Kathleen Charlotte Stevenson

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:

Craigellachie Children's Home - Clydebank: 1997 - 1999

The Good Shepherd Centre - Bishopton Council : 1999 - 2002

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



J13396 / A3715 / 31200 / 14

Mr Paul Symons
Mrs Kathleen Symons
20 Berryburn
Kames
Tighnabraich
Argyll
PA21 2BQ



Office Tel: 0800 028 2755
Your Ref: H08000700200047
If phoning or calling please ask for:
Your Local Housing Office

30 March 2026

Dear Mr Symons & Mrs Symons,

Urgent Action Required If You Claim Universal Credit

If You Do Not Claim Universal Credit -Please Disregard This Letter

On 20 February 2026, we issued a letter confirming your new rent and service charges, which will take effect from 1 April 2026. The letter also advised that your rent will now be charged on a monthly basis. If you receive Universal Credit to help with your housing costs, it is important that you update your Universal Credit online account so your benefit matches your new monthly rent charge.

If you do not report your new rent correctly:

- Universal Credit may not pay the correct amount
- You could miss out on money you're entitled to
- You may fall into rent arrears and have to pay the difference yourself

If you receive Universal Credit (whether it is paid to you or directly to Argyll Community Housing Association), you must update your Universal Credit online account **on or after 1st April 2026**. Please do not update your Universal Credit online account or telephone before 1 April 2026 to advise of the change to your circumstances as the change will not be processed by the Department of Work & Pensions (DWP).

If you have a telephone claim for universal credit which means **you do not have an online account** please phone the helpline on **0800 328 5644** to report the change to your housing costs **on or after the 1st April 2026**.



The Scottish Housing Regulator's Landlord report on ACHA can be found on the Find and Compare Landlords webpage at www.scottishhousingregulator.gov.uk

ACHA Community Housing Association Limited
Registered Office at: Menzies House, Glenshellach
Business Park, Oban, PA34 4RY
Registered under the Co-operative and Community
Benefit Societies Act 2014, Reg. No. 2561R(S)
Registered with the Scottish Housing Regulator as a
Registered Social Landlord - RSL No. 360
Vat Registration Number: 155542607
Registered with the Scottish Government, Property
Factor Registration Number PF000302



UK DRIVING LICENCE



- 1. SYMONS
- 2. MRS KATHLEEN CHARLOTTE
- 3. 11.05.1986 UNITED KINGDOM
- 4a. 09.09.2025 4c. DVLA
- 4b. 17.10.2027
- 5. SYMON855116KC9AY 07
- 7.

K. Symons



- 8. 20 BERRYBURN, KAMES, TIGHNABRUAICH,
PA21 2BQ
- 9. AM/A/B1/B/BE/f/k/p/q

OCT27

DEED OF AUTHORITY & CONSENT

THIS DEED is made on the date of signature below by (the “Client”)	
Full Name:	Kattie Symons
Date of Birth:	11/05/1986
Previous Names (if any):	
Current Address:	20 Berryburn Tighnabruaich PA21 2BQ
Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

IN FAVOUR OF (the “Representative”)	
Firm Name:	MMA Legal
Address	SToK, 43-59 Princes 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

- 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	Kattie Symons
Date	14/04/2026

Witness	
Name	James Ryan
Address	SToK, 43-59 Princes Street, Stockport, SK1 1RY
Occupation	Case Handler
Signature	James Ryan
Date	14/04/2026

Completion Certificate

Reference ID: ae991efd-7096-4ff4-b55e-87246d8480e2

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Signer Information

Name: Mrs Kattie Symons
Email: kattiesymons@gmail.com
Telephone: 07766059882
IP Address: 2a0a:ef40:75c:9b01:8519:9dba:fd09:75c1



Verified Electronic Signature

Audit Trail

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Security Verification

SHA-256 Checksum: a55f2c2f099c2e682e7d0ed9ccbd0956f13f53fa283cd9bf75b2ead1c393d97a

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