

Glasgow City Council

Date 20/08/2026

No address on record

Our Ref: DSAR-20260820-536F3B

Client Ref: 101098

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our Reference: 101098

Client Name: Mr Alexander Penman Cunningham

Client Address: 42 Glen Ave, Larkhall, Scotland, ML9 1JL

Client Reference: 101098

Date of Birth: 26/04/1959

Name in Care:

Previous Address: 32 Glen Ave, Larkhall ML9 1JL, Scotland, ML9 1JL

Parents Names: Mother: Isabella Penman - Father: Robert Bruce Cunningham

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:

Calder House Assessment Center- South Lanarkshire : 1972-1972

Kerelaw Residential School and Secure Unit: 1972-1975

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,

James Taylor

Investigations Team

INS Law

E: evidence@inslaw.co.uk

T: +441618880834



Letter of Authority

Authorisation to Act in Relation to Data Subject Access Requests

Full Name	Alexander Cunningham
Date of Birth	26/04/1959
Previous Names (if any)	
Current Address	42 Glen Ave Larkhall Scotland ML9 1JL
Previous Address (relevant to care placements)	32 Glen Ave Larkhall ML9 1jl Scotland ML91JL
Mothers Name:	Isabella Penman
Fathers Name:	Robert Bruce Cunningham

Authorised Representative

Firm Name	INS Law
Address	Building B, 23 Goodlass Road, Speke, Liverpool, England, L24 9HJ
Email	evidence@inslaw.co.uk
Telephone	0161 888 0830
Matter Reference	101098

Dear Sir/Madam,

I, Alexander , confirm that I have instructed INS Law to act on my behalf in relation to the exercise of my data protection rights, including my right of access under the UK General Data Protection Regulations and the Data Protection Act 2018. This authority is provided specifically in relation to my application to The Scottish Redress Scheme, providing authority to INS Law to obtain any and all information they deem necessary to progress my application.

I authorise INS Law, including its partners, directions, employees, consultants, agents, and authorised representatives, to:

1. Prepare, submit, and pursue Data Subject Access Requests on my behalf;
2. Correspond with you and communicate with you on my behalf in relation to any Data Subject Access Request or associated data protection matter;
3. Request confirmation as to whether you process my personal data;
4. Request access to, and copies of, my personal data and any supplementary information to which I am entitled under applicable data protection law;
5. Request information concerning the purposes of processing, categories of personal data processed, recipients or categories of recipients, retention periods, sources of data, and any automated decision-making or profiling, where applicable;
6. Provide, confirm, or clarify information reasonably required to identify me and locate my personal data;
7. Receive correspondence, disclosures, copies of personal data, explanations, schedules, electronic files, paper records, and any other response or material provided in connection with the request;
8. Correspondence with you regarding the scope, timing, format, completeness, or adequacy of any response;
9. Raise queries, challenge omissions, request clarification, request further searches, and pursue follow-up correspondence where necessary; and
10. Where appropriate, assist me in making complaints or representations to the Information Commissioner's Office or in taking any further steps arising from your response or failure to respond.

This authority applies to personal data held by you in any form, including paper records, electronic records, correspondence notes, call recordings, account records, internal records, case files, databases, emails, messages, audio recordings, CCTV footage, and any other records containing my personal data.

This authority extends to all personal data concerning me that you hold.

I request all correspondence and disclosure materials relating to any Data Subject Access Request be sent directly to INS Law using the contact details above, quoting reference

I further authorise INS Law to disclose any records, personal data, special category personal data, witness statements and application materials obtained on my behalf to independent Scottish solicitors or legal advisers where reasonably required for the purpose of advising me on any offer, award, review, reconsideration or statutory waiver under the Scottish Redress Scheme.

This authority remains valid from the date of signature, unless revoked by me in writing.

Signature	
Print Name	Alexander Cunningham
Date	20/07/2026

Certificate of Authenticity

Fintrixor — electronic signature record



Certificate ID	01KXZMTYNCKF8SZ0ZY2GF49C87
Document ID	01KXNP61NEG CW8KJDQA05T1DT6
SHA-256 Document Hash	32b6f53b3fb4115a4a56729c4e686c7772274b92576035df206a7536e9b92b82
Recipient Name	Mr Alexander Penman Cunningham
Recipient Email	alexcunningham1959@gmail.com
Signing Timestamp (UTC)	2026-07-20 11:33:31
IP Address	90.219.117.204
Browser	Chrome on Android

Signing Consent & Review

Document opened	2026-07-18 16:16:43 UTC
Document reviewed (scrolled through)	2026-07-19 12:50:59 UTC
Consent confirmed	2026-07-20 11:33:31 UTC from 90.219.117.204

Statement confirmed: "I confirm that my electronic signature is legally binding and has the same legal effect as a handwritten signature."

Audit Trail

Event	Timestamp (UTC)	IP Address	Browser
Document created	2026-07-16 14:44:39	45.145.101.64	Unknown browser
Document sent to recipient	2026-07-16 14:45:46	45.145.101.64	Unknown browser
Document opened by recipient	2026-07-18 16:16:43	86.186.7.16	Chrome
Document opened by recipient	2026-07-19 07:44:18	86.186.7.16	Chrome
Document opened by recipient	2026-07-19 12:39:31	82.132.216.138	Chrome
Document reviewed (scrolled through)	2026-07-19 12:50:59	82.132.216.138	Chrome
Document opened by recipient	2026-07-20 09:40:19	195.70.94.138	Unknown browser
Document opened by recipient	2026-07-20 11:03:48	90.219.117.204	Chrome
Document opened by recipient	2026-07-20 11:07:46	90.219.117.204	Chrome
Document opened by recipient	2026-07-20 11:17:14	195.70.94.138	Microsoft Edge
Document opened by recipient	2026-07-20 11:18:57	90.219.117.204	Chrome
Document opened by recipient	2026-07-20 11:19:57	195.70.94.138	Microsoft Edge

Document opened by recipient	2026-07-20 11:26:50	90.219.117.204	Chrome
Document opened by recipient	2026-07-20 11:30:29	90.219.117.204	Chrome
Legally-binding consent confirmed	2026-07-20 11:33:31	90.219.117.204	Chrome
Document signed	2026-07-20 11:33:31	90.219.117.204	Chrome

Verify this certificate at <https://esign.fintrixor.co.uk/verify/01KXZMTYNCKF8SZ0ZY2GF49C87>

12 June 2026



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MR A P CUNNINGHAM
42 GLEN AVENUE
LARKHALL
LANARKSHIRE
ML9 1JL



30700 B

Statement No. 58
Branch HAMILTON (804779)
Sort Code 80-47-79
Account No 11452064
IBAN GB63 BOFS 8047 7911 4520 64
BIC BOFSGB331167
Banking Helpline 0345 780 1801



www.bankofscotland.co.uk

CLASSIC VANTAGE

Your Account

Date of previous statement	12 May 2026
Balance on 13 May 2026	£319.14
Money in	£1,861.32
Money out	£1,844.25
Balance on 12 Jun 2026	£336.21
Credit interest	£0.32
Arranged overdraft interest	£0.00

POFD08Q31BOAG0



Your Interest Rates

Any balance up to £5000.00 will earn the interest rate in the table below subject to account conditions. No additional interest will be paid on any balance over £5000.00.

Balances of	AER%	Gross p.a.%
£5,000.00+	0.00	0.00
£4,000.00+	3.00	2.96
£1.00+	0.75	0.75

AER is the Annual Equivalent Rate and illustrates what the interest rate would be if interest was paid and compounded once each year.

From 6th April 2016 your non ISA interest is paid gross, this means that we will not deduct tax automatically from your interest. Depending on your personal circumstances tax may be due on the interest and it is your responsibility to disclose and pay any tax due directly to HM Revenue and Customs (HMRC).

Fees Explained

Other fees for special services and details of all other fees charges for personal customers are detailed in either the Charges guide; the Reward payments, interest and account leaflet; or the Price List (Private Banking), depending upon type of account you have.