

Glasgow City Council

Date 20/08/2026

No address on record

Our Ref: DSAR-20260820-AE964F

Client Ref: 101152

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our
Reference: 101152

Client Name: Mr Frank Wotherspoon

Client Address: 4 John Galt Crescent, Irvine, North Ayrshire, KA12 0SA

Client Reference: 101152

Date of Birth: 23/02/1973

Name in Care:

Previous Address: 20 Kelvindale Road, Maryhill , Glasgow , G20 8BX

Parents Names: Mother: Iris Obrien - Father: Alexander Wotherspoon

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:

Unknown: 1973 - 1982

Unknown: 1976 - 1978

Burnside Care Home: 1980 - 1981

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

FRANK WOTHERSPOON
4 JOHN GALT CRESCENT
IRVINE
KA12 0SA

002881

Our Address: **Debt Centre Sunderland**
Compensation Recovery Unit
Post Handling Site B
Wolverhampton
WV99 2FR

Opening Hours: Mon-Fri 08:00 – 18:00
Telephone: 0800-1513157

Text Relay: 18001 0800-1513157

Our Ref: CXV-528

Your Ref:

Date: 09/07/2026

DWP12_L178418_00720008105111020

Please note: This is for information only – no payment is required from you.

Why we are writing to you.

We, the Compensation Recovery Unit (CRU), have received a notification of a possible compensation claim that you have made.

The person, or organisation, whom you have made the claim against has to repay the Department for Work and Pensions (DWP) the amount of Social Security Benefit that you have received as a result of your compensation claim which occurred on 26/08/2025.

The enclosed is a copy of the Certificate (please see overleaf) that we issue to the person who may pay you compensation. Your claim cannot be settled without it.

What happens now.

If you have a Solicitor or Representative acting on your behalf please forward this letter to them. No further action is required from you.

Help and advice

If you want further information about the Certificate please visit our website (address shown below), or contact us on the number at the top of this letter.

If you do not agree with the information on the Certificate you can ask us to look at the decision again. Our address is shown at the top of this letter.

If you disagree with this decision

You can ask us to explain why

You, or someone who has authority to act for you, can phone or write to us and to ask us to explain our decision.

You can ask us to review the decision

Tell us if you think we have overlooked something, or you have more information that affects the



Letter of Authority

Authorisation to Act in Relation to Data Subject Access Requests

Full Name	Frank Wotherspoon
Date of Birth	23/02/1973
Previous Names (if any)	
Current Address	4 John Galt Crescent Irvine North Ayrshire KA12 0SA
Previous Address (relevant to care placements)	20 Kelvindale Road Maryhill Glasgow G208BX
Mothers Name:	Iris Obrien
Fathers Name:	Alexander Wotherspoon

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	101152

Dear Sir/Madam,

I, Frank , 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	Frank Wotherspoon
Date	23/07/2026

Certificate of Authenticity

Fintrixor — electronic signature record



Certificate ID	01KY84PS27FCFPV96CH9YAH3WR
Document ID	01KY7T7QTP2N3TAPA7GHQ3MF8S
SHA-256 Document Hash	d70ae0b21afc2927c332a2fff3f362cdaeeaf3e97222 2058ed3b37179ffe058b
Recipient Name	Mr Frank Wotherspoon
Recipient Email	frankwotherspoon@yahoo.co.uk
Signing Timestamp (UTC)	2026-07-23 18:44:47
IP Address	87.75.85.155
Browser	Safari on iOS

Signing Consent & Review

Document opened	2026-07-23 18:36:50 UTC
Document reviewed (scrolled through)	2026-07-23 18:44:40 UTC
Consent confirmed	2026-07-23 18:44:47 UTC from 87.75.85.155

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	2026-07-23 15:41:49	45.145.101.64	Unknown browser
Document sent to recipient	2026-07-23 15:42:11	45.145.101.64	Unknown browser
Document opened by recipient	2026-07-23 18:36:50	87.75.85.155	Safari
Document reviewed (scrolled through)	2026-07-23 18:44:40	87.75.85.155	Safari
Legally-binding consent confirmed	2026-07-23 18:44:47	87.75.85.155	Safari
Document signed	2026-07-23 18:44:47	87.75.85.155	Safari

Verify this certificate at <https://esign.fintrixor.co.uk/verify/01KY84PS27FCFPV96CH9YAH3WR>