

**Glasgow City Council**

Date 08/06/2026

Commonwealth House  
32 Albion Street  
Glasgow  
G1 1LH

Our Ref: DSAR-20260608-B749F9  
Client Ref: 100825

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our Reference: 100825

Client Name: Mr Kevin McGowan  
Client Address: 3 Bradfield Gardens , Morley , Leeds , LS27 0GJ  
Client Reference: 100825  
Date of Birth: 09/04/1986  
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:  
Kibble children's home Paisley: 1999-2001  
St John's Children's Home, Glasgow : 2001-2003  
Ballikinrain School: 2003-2003

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](mailto: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.

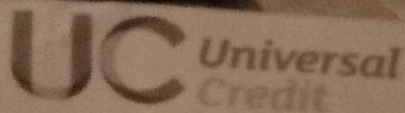
Yours faithfully,

Investigations Team

MMA Legal

E: [evidence@mmalegal.co.uk](mailto:evidence@mmalegal.co.uk)

T: 0161 570 0550



## HEALTH ASSESSMENT ADVISORY SERVICE

Mr Kevin McGowan  
3  
BRADFIELD GARDENS  
MORLEY LEEDS  
LS27 0GJ

069003

40130

Office address: LEEDS BSC UC  
MAIL HANDLING SITE A  
WOLVERHAMPTON  
WV98 2HJ

[www.gov.uk/universal-credit](http://www.gov.uk/universal-credit)

Telephone: 0800 328 5644

Textphone: 0800 328 1344

If you contact us, use this reference: JN2599498

Date: 3rd March 2026

Dear Mr McGowan,

Please fill in this questionnaire and send it to the Health Assessment Advisory Service by 3rd April 2026.

We have sent you a questionnaire with this letter. This questionnaire lets you tell us about how your illness or disability affects you. The information you provide will tell us about your health problems, including any mental health problems. Your answers will help us to assess your capability for work, and helps a Department for Work and Pensions Decision Maker decide if you are receiving the right amount of Universal Credit.

### What you need to do now

Please fill in the questionnaire. Use the envelope that came with this letter. Please return it by 3rd April 2026. You will need to allow a few days for the questionnaire to arrive. **Your Universal Credit payments may be affected if you don't return the questionnaire by this date.**

You can contact Universal Credit on 0800 328 5644 or via Textphone on 0800 328 1344 by using the journal in your Universal Credit online account if you need another copy of the questionnaire.

You can send **copies of medical documents** with the questionnaire to support what you say, for example: medical reports from your doctor, consultant or support worker. Make sure you only send copies of your medical documents to us, you will need to keep the originals. Don't pay for additional medical evidence, only send copies of what you already have.

**Please do not send medical statements** with your questionnaire. This includes medical certificates, doctor's notes or a Statement of Fitness for Work (also known as a sick note). Instead, send any medical

## **DEED OF AUTHORITY & CONSENT**

<b>THIS DEED is made on the date of signature below by (the “Client”)</b>	
Full Name:	Kevin McGowan
Date of Birth:	09/04/1986
Previous Names (if any):	
Current Address:	3 Bradfield Gardens Morley Leeds LS27 0GJ
Previous Addresses (relevant to care placements):	
CHI / NHS Number (if known):	

<b>IN FAVOUR OF (the “Representative”)</b>	
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	Kevin McGowan
Date	03/04/2026 
Witness	
Name	Gemma Rawston
Address	
Occupation	Case Handler
Signature	Gemma Rawston
Date	03/04/2026

# Completion Certificate

Reference ID: feb1c366-964d-4fe2-9779-8e7c3fcf7761

## Document Details

**Document Name(s):** part-1, part-3, cfa, loa, fee-clarity  
**Total Pages:** 4  
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**Completed Date:** Apr 03, 2026 09:55:57 UTC

## Signer Information

**Name:** Mr Kevin Mcgowan  
**Email:** kevinmcgowan906@gmail.com  
**Telephone:** 07947486958  
**IP Address:** 89.242.160.194



Verified Electronic Signature

## Audit Trail

Action	Timestamp	IP Address
Created	2026-04-03 09:54:20	System
Document link sent to client by sms	2026-04-03 09:54:21	System
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Document electronically signed	2026-04-03 09:55:57	89.242.160.194

## Security Verification

SHA-256 Checksum: 8b093a6d0b36f3aafa82b7d4056519c96110d9618b7bbb7e2d89bff5c8db2bda

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