

**Morgan Glen Surgery**

Morgan Street,  
Larkhall,  
ML91RJ

Date 08/07/2026

Our Ref: DSAR-20260708-C90373

Client Ref: 100122

Subject: Data Subject Access Request - Full GP Medical Records - Our Reference:100122

Client Name: Mrs Julia McNairn

Client Reference: 100122

Client Address: 86 Balfour Wynd, Larkhall, ML9 2LS

Date of Birth: 02/03/1974

Name in Care:

Previous Address: Glasgow

NHS Number:

Dear Sir/Madam,

We act on behalf of the above-named individual and submit this request under Article 15 of the UK General Data Protection Regulation and the Data Protection Act 2018.

Scope of Request

We request a complete copy of the patient's full medical records, including all data held in electronic, paper, and archived formats.

**This specifically includes:**

Full GP records (not a summary printout)

Consultation notes and free-text entries

Historical paper records (including Lloyd George records where applicable)

Coded clinical data

Correspondence to and from hospitals, specialists, and external providers

Mental health records held within the GP file

Safeguarding concerns or alerts

Referral records and outcomes

Medication and prescription history  
Any scanned documents or attachments

**Format Requirement**

We require a full record extract, not a patient summary or abbreviated report.

Where possible, please provide a complete system export including consultation notes and attachments.

**Historical Records**

Please ensure searches include:

Archived and legacy systems

Paper and scanned records

Records transferred from previous GP practices

**Enclosures**

We enclose:

Signed authority

Proof of identity

Should you require any further information to process this request, please advise promptly.

**Statutory Timeframe**

We expect a response within one calendar month. If an extension is required, please confirm with reasons in writing.

**Non-Holding of Data**

If you do not hold a complete record, please confirm:

The dates of records held

Details of any previous GP practices

**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





Housing and Technical Resources  
Executive Director Stephen Gibson  
Housing Services

Miss J McNairn  
86 Balfour Wynd  
Larkhall  
ML9 2LS

Our ref: CY/RC/LH  
Your ref: 1562  
If calling, ask for: Carol Young  
Phone: 0303 123 1012 (Local rate)  
Date: 23 March 2026

Dear Miss McNairn

**Dumping of items**

I am contacting you regarding the items which have been left in the back garden area.

May I remind you that it is every tenant's responsibility to use the proper facilities provided for the disposal of refuse. Abandoning waste in and around your garden is inconsiderate, unsightly, attracts rats and other vermin and can encourage instances of antisocial behaviour including starting fires. It is important that all tenants co-operate in the maintenance, cleanliness, and tidiness of their garden area for yourself and your neighbours.

**As your household is responsible for leaving these items, please arrange a bulk uplift as soon as possible and contact me to confirm the date that these items will be collected.**

To arrange for an uplift of bulk items, please access South Lanarkshire Council's website and choose 'special bulk uplifts' and complete the online form. Please note there is a charge of £40 for uplifts. You will be required to arrange to move the items to the kerbside for collection by 7am on the morning of the collection, or you may take bulk waste to the nearest recycling and waste centre. A List of Waste and Recycling Centres enclosed including address and opening times. South Lanarkshire Council has introduced a new booking system for you to attend your local waste and recycling. This can be booked on South Lanarkshire Councils Website at [www.southlanarkshire.gov.uk/book-a-slot](http://www.southlanarkshire.gov.uk/book-a-slot)

I can advise that as a tenant you, or anyone who lives in your household including visitors to your household, are in breach of your tenancy agreement by leaving these items. If you fail to arrange an uplift and Housing Services have to arrange for their removal you will be charged for the cost of removing and disposing of these items, which will be considerably more expensive than the cost for you as a householder to arrange an uplift.

If there is any reason you cannot comply with this request or wish to discuss this matter further, please contact me on the number above.

Yours sincerely

Carol Young  
Lead Housing Officer

D2

Larkhall Housing Services, Brandon Gate, 1 Leechlee Road, Hamilton, ML3 0XB  
Phone: 0303 123 1012 Email: [housing.larkhall@southlanarkshire.gov.uk](mailto:housing.larkhall@southlanarkshire.gov.uk)

