

**NORTHUMBRIA POLICE****Information Management Department**

Bedlington Police Station  
Schalksmuhle Road  
Bedlington  
Northumberland  
NE22 7LA

Our Ref: IMD/SA/IMD/00005738/MC/SY  
Your Ref: DSAR-20260608-8C586B

6 July 2026

Email: [data.protection@northumbria.police.uk](mailto:data.protection@northumbria.police.uk)  
Telephone: 101

MMA Legal Limited  
Stok  
43-59 Princes Street  
Stockport  
SK1 1RY

By Email

Dear Sir / Madam,

**Re: YOUR SUBJECT ACCESS REQUEST FOR PAUL MOSES BLYTH TOWNSLEY**

We write further to your request for information held by Northumbria Police. Northumbria Police has processed your client's data for law enforcement purposes.

Such data is kept in accordance with national guidelines called Management of Police Information, which concern the review, retention and disposal of policing information and records. You may find out more about this at Management of police information | College of Policing:

<https://www.college.police.uk/app/information-management/management-police-information>

The Data Protection Act places an obligation on the police when holding personal information, to provide access to that information (unless an exemption applies), to the individual concerned on request.

You asked for access to the following:

| Item No. | Item                                                                                                           |
|----------|----------------------------------------------------------------------------------------------------------------|
| 1.       | A copy of all personal data held about your client across all systems and formats.                             |
| 2.       | A copy of all admission and discharge records relating to your client.                                         |
| 3.       | A copy of information showing your client's full placement history, including transfers between care settings. |

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| 4.  | A copy of all social work records, case files and assessments that relate to your client.                     |
| 5.  | A copy of daily logs, key worker notes and case notes relating to your client.                                |
| 6.  | A copy of incident reports that relate to your client.                                                        |
| 7.  | A copy of safeguarding records that relate to your client.                                                    |
| 8.  | A copy of protection referrals that relate to your client.                                                    |
| 9.  | A copy of case conference notes, reviews and internal assessments that relate to your client.                 |
| 10. | A copy of complaints, investigations and outcomes that relate to your client.                                 |
| 11. | A copy of correspondence between staff, local authorities and external agencies that relate to your client.   |
| 12. | A copy of records shared with or held by third party care providers acting on behalf of Northumbria Police.   |
| 13. | A copy of medical, psychological or educational records held within the care file that relate to your client. |
| 14. | A copy of photographs or other documentation relating to your clients time in care.                           |
| 15. | A copy of records identifying staff members and roles involved in the care of your client.                    |

The following items are not provided:

| Item No. | Item                                                                                                           | Reason                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | A copy of all personal data held about your client across all systems and formats.                             | At present, due to the volume of data held and the fact that data may be held in multiple locations / departments across the force, the costs incurred in providing you with access means the request is manifestly excessive so we will not be processing it further. This is because all data would need to be reviewed and redacted accordingly to remove all of the data that is other people's and not your client's. |
| 2.       | A copy of all admission and discharge records relating to your client.                                         |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3.       | A copy of information showing your client's full placement history, including transfers between care settings. |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4.       | A copy of all social work records, case files and assessments that relate to your client.                      |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.       | A copy of daily logs, key worker notes and case notes relating to your client.                                 | The process of removing this data is not an automated process; each piece of data requires a full review by one of our team members. Therefore, if you can confirm which specific parts of the data you require, we can look to see if it is possible to provide you with access.                                                                                                                                          |
| 6.       | A copy of incident reports that relate to your client.                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7.       | A copy of safeguarding records that relate to your client.                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 8.       | A copy of protection referrals that relate to your client.                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 9.       | A copy of case conference notes, reviews and internal assessments that relate to your client.                  | To assist you, the latest Information Commissioner's manifestly excessive guidance can be viewed on their website:<br><br><a href="https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-">https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-</a>                                                                                                                    |
| 10.      | A copy of complaints, investigations and outcomes that relate to your client.                                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| 11. | A copy of correspondence between staff, local authorities and external agencies that relate to your client.   | <a href="#">rights/right-of-access/what-exemptions-are-relevant-for-sars/#refuse3</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 12. | A copy of records shared with or held by third party care providers acting on behalf of Northumbria Police.   | <p>When considering a subject access request is proportionate, we must balance dealing with the request against the burden and costs involved and, at present, the balance results in the request being excessive.</p> <p>However, to reiterate, if you can be more specific as to what information you require, please let us know, quoting our reference number.</p> <p>Should you wish to appeal this decision then you can do so by contacting the Information Commissioner's Office: <a href="https://ico.org.uk/make-a-complaint/">https://ico.org.uk/make-a-complaint/</a> In addition, you have the right to apply to the court under Section 167 of the Data Protection Act 2018.</p> |
| 13. | A copy of medical, psychological or educational records held within the care file that relate to your client. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 14. | A copy of photographs or other documentation relating to your clients time in care.                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 15. | A copy of records identifying staff members and roles involved in the care of your client.                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

Please contact us if you have any queries or require any further assistance. Likewise, if you think that the information is incorrect, please write to us quoting our reference number.

Should you wish to appeal this decision then you can do so by contacting us or the Information Commissioner's Office: <https://ico.org.uk/make-a-complaint/> In addition, you have the right to apply to the court under Section 167 of the Data Protection Act 2018.

Yours sincerely,

Information Management Department  
[www.northumbria.police.uk](http://www.northumbria.police.uk)