

## Re: Our ref: 100070; Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018

From evidence@mmalegal.co.uk <evidence@mmalegal.co.uk>  
Date Tue 2026-06-23 4:36 PM  
To FOI.AccessRequest <FOI.AccessRequest@inverclyde.gov.uk>

Good afternoon,

Thank you for your previous email; we note its contents.

### Subject Access Request

Further Info Required

Submitted to: Inverclyde Council

#### Client Details

#100070

Mr Steven Capaldi

22 Nov 1968 (57 years old)

scapaldi1968@gmail.com

07454005469

3/2 175 University Avenue  
Glasgow  
G12 8PW

Email

Phone Call

Post

Sms

Video Call (for BSL users)

#### Request Details

Date Sent  
05 May 2026

Response Deadline  
04 Jun 2026

Due Date  
30/06/2026

Our Reference  
100070

Letter Content

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018

Client Name: Mr Steven Capaldi  
Client Address: 3/2 175 University Avenue, Glasgow, G12 8PW  
Client Reference: 100070  
Date of Birth: 22/11/1968  
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:

- Craigieknowes Childrens home: 1972
- Foster Parents: 1978

This request is made under Article 15 of the UK General Data Protection Regulation and Section 45 of the Data Protection Act 2018.

#### Chases

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Notes (optional)  
e.g. Chased by phone, left voicemail...

Record Chase

No chases recorded yet.

#### History

- DSAR response from "Inverclyde Council": Partial response  
6 days ago • 17/06/2026 10:11  
James Lowe
- DSAR to "Inverclyde Council"  
queued for email delivery

#### Notes

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No notes have been added.

Due to technical issues, we are unable to provide the original email with our dsar request. This is our client system in which can confirm the date sent of our dsar request to the email to 'foi.accessrequest@inverclyde.gov.uk'.

If you require any further information, don't hesitate to contact us.

We look forward to hearing from you in due course.

Kind regards,

James  
Investigations Team  
MMA Legal

E: Evidence@mmalegal.co.uk  
T: 0161 570 0550



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**From:** FOI.AccessRequest <FOI.AccessRequest@inverclyde.gov.uk>

**Sent:** 18 June 2026 12:28 PM

**To:** evidence@mmalegal.co.uk <evidence@mmalegal.co.uk>

**Subject:** RE: Our ref: 100070; Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018

Classification : Official

Dear James

Thank you for confirming the details of your client.

I have conducted a search of our records but have been unable to locate any case under the name provided. I would like to request that you forward the original email correspondence so that we can identify which mailbox it was sent to. This will assist us in carrying out further checks.

Kind regards,

FOI Administration

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Good morning,

Thank you for your previous email; we note its contents.

We can confirm tht this data subject relates to Mr Steven Capadi. The nature of the request is to collect all their records in relation to their time in care including, and not limited to, their time at 'Craigieknowes Childrens home - 1972', and their time in Foster Care in from 1978.

If you require any further information, don't hesitate to contact us.

We look forward to hearing from you in due course.

Kind regards,

James  
Investigations Team  
MMA Legal

E: [Evidence@mmalegal.co.uk](mailto:Evidence@mmalegal.co.uk)  
T: 0161 570 0550



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**From:** FOI.AccessRequest <[FOI.AccessRequest@inverclyde.gov.uk](mailto:FOI.AccessRequest@inverclyde.gov.uk)>

**Sent:** 16 June 2026 5:37 PM

**To:** [evidence@mmalegal.co.uk](mailto:evidence@mmalegal.co.uk) <[evidence@mmalegal.co.uk](mailto:evidence@mmalegal.co.uk)>

**Subject:** Re: Our ref: 100070; Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018

Classification : Official

Dear James

Thank you for your email regarding the Data Subject Access Request submitted on 5 May 2026.

In order for us to locate and progress this request, we require confirmation of the full name of the data subject to whom the request relates.

Once we receive confirmation of the client's full name (or any additional identifying information you are able to provide, such as a reference number), we will take steps to progress the request promptly.

Kind Regards

FOI Administration

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**From:** [evidence@mmalegal.co.uk](mailto:evidence@mmalegal.co.uk) <[evidence@mmalegal.co.uk](mailto:evidence@mmalegal.co.uk)>

**Sent:** Tuesday, June 16, 2026 16:24

**To:** FOI.AccessRequest <[FOI.AccessRequest@inverclyde.gov.uk](mailto:FOI.AccessRequest@inverclyde.gov.uk)>

**Subject:** Our ref: 100070; Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018

Good afternoon,

We are writing to you in relation to the aforementioned client and reference.

We submitted a Data Subject Access Request on 05th of May 2026, and the relevant defined period has now expired. Despite this expiry, we have not received any formal request for an extension of time.

As a gesture of goodwill, and in an attempt to negate the need for a formal complaint being issued to the Information Commissioner's Office, we would grant a further 14 days from the date of this correspondence for documents to be provided.

For ease, we would be grateful if you can provide all requested information electronically to [evidence@mmalegal.co.uk](mailto:evidence@mmalegal.co.uk)

Should we not receive the requested information or communication from you we will be issuing a complaint to the ICO without further notice.

We trust this will not be necessary and look forward to receiving the requested information without further delay.

Kind regards,

James  
Investigations Team  
MMA Legal

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

T: 0161 570 0550



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