

**PRIVATE**



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[www.glasgow.gov.uk](http://www.glasgow.gov.uk)  
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Our ref: 20260514-DP8572925-MMAL  
Your ref: 100237  
Date: 14<sup>th</sup> May 2026

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

Dear Sirs

### **Request for access to records**

I refer to your request for access to your client; John Sexton's Social Work records received on 23<sup>rd</sup> April 2026.

An enquiry was submitted to the records manager at the Mitchell Library. This enquiry was accompanied by the information you supplied at the time of the request. The records manager confirmed, after relevant searches, that no records could be found in John's name. We have however, been advised that it is possible that files may be held by North Lanarkshire Council Social Work Department, Coatbridge.

The Mitchell Library is the main repository for social work client files and general social work information that has been archived. Records for Glasgow City Council and preceding Local Authority structures, Strathclyde Regional Council and Glasgow Corporation are held there.

Although information for the time period John is seeking is not typically held within electronic files, we have also searched our electronic records. We have identified the attached file within the electronic records.

If we can find no trace of relevant manual record under either record management or archive functions of the Mitchell Library, then all searches are exhausted.

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I regret that I cannot assist further in this matter but hope that the information above assists in explaining the extent and nature of searches conducted.

I hope you find the information useful.

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Your rights:

Should you have any concerns in relation to the handling of your request for personal information you can contact the Council's Data Protection Officer at [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk).

We aim to directly resolve all concerns about how we handle personal information. However, you also have the right to contact the Information Commissioner's Office in relation to data protection matters. The Information Commissioner's Office can be contacted using the following details: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Phone 0303 123 1113 (local rate). More information can be found at: <https://ico.org.uk/concerns>.

Yours sincerely

Akosua, Amo  
Senior Officer  
Complaints, FOI and Investigations Team  
Glasgow City Health and Social Care Partnership

**If phoning or visiting please ask for**

**Tel:** 0141 276 5634 **Email:** [DataProtection@sw.glasgow.gov.uk](mailto:DataProtection@sw.glasgow.gov.uk)