



---

**Re: Access to Records - GL - Your ref 100183 Our ref 20260424-DP8571422 (OFFICIAL - SENSITIVE: Personal Data)**

---

**From** evidence@mmalegal.co.uk <evidence@mmalegal.co.uk>  
**Date** Fri 2026-05-15 10:02 AM  
**To** Data Protection (SW) <DataProtection@sw.glasgow.gov.uk>

Good morning,

Our ref: **100183**  
Your ref: **20260424-DP8571422**

Thank you for your previous email acknowledging our Data Subject Access Request.

We can confirm that a named email contact for you to disclose our clients' records is as follows: 'evidence@mmalegal.co.uk'.

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

We look forward to hearing from you in due course.

Kind regards,

---

**From:** Data Protection (SW) <DataProtection@sw.glasgow.gov.uk>  
**Sent:** 24 April 2026 1:41 PM  
**To:** MMA Legal <evidence@mmalegal.co.uk>  
**Subject:** Access to Records - GL - Your ref 100183 Our ref 20260424-DP8571422 (OFFICIAL - SENSITIVE: Personal Data)

**OFFICIAL - SENSITIVE: Personal Data**

Dear MMA Legal,

Please find attached our acknowledgement letter.

Thanks

**Lily Utting**

Administrative Officer  
Complaints, FOI and Investigations Team  
Glasgow City Health and Social Care Partnership

[Lily.Utting@glasgow.gov.uk](mailto:Lily.Utting@glasgow.gov.uk)  
[DataProtection@sw.glasgow.gov.uk](mailto:DataProtection@sw.glasgow.gov.uk)

[www.glasgowcity.hscp.scot](http://www.glasgowcity.hscp.scot)  
[www.glasgow.gov.uk](http://www.glasgow.gov.uk)  
<http://www.nhsggc.org.uk/>

## OFFICIAL - SENSITIVE: Personal Data

Proud host city of the 2026 Commonwealth Games

Please print responsibly and, if you do, recycle appropriately.

Disclaimer: This email is from Glasgow City Council or one of its Arm's Length Organisations (ALEOs). Views expressed in this message do not necessarily reflect those of the council, or ALEO, who will not necessarily be bound by its contents. If you are not the intended recipient of this email (and any attachment), please inform the sender by return email and destroy all copies. Unauthorised access, use, disclosure, storage or copying is not permitted. Please be aware that communication by internet email is not secure as messages can be intercepted and read by someone else. We therefore strongly advise you not to email any information which, if disclosed to someone else, would be likely to cause you distress. If you have an enquiry of this nature then please write to us using the postal system. If you choose to email this information to us there can be no guarantee of privacy. Any email, including its content, may be monitored and used by the council, or ALEO, for reasons of security and for monitoring internal compliance with the office policy on staff use. Email monitoring or blocking software is also used. Please be aware that you have a responsibility to make sure that any email you write or forward is within the bounds of the law. Glasgow City Council, or ALEOs, cannot guarantee that this message or any attachment is virus free or has not been intercepted and amended. You should perform your own virus checks.

### Protective Marking

We are using protective marking software to mark all our electronic and paper information based on its content, and the level of security it needs when being shared, handled and stored. You should be aware of what these marks mean for you when information is shared with you:

- 1.OFFICIAL SENSITIVE (plus one of four sub categories: Personal Data, Commercial, Operational, Senior Management) - this is information regarding the business of the council or of an individual which is considered to be sensitive. In some instances an email of this category may be marked as PRIVATE
- 2.OFFICIAL - this is information relating to the business of the council and is considered not to be particularly sensitive
- 3.NOT OFFICIAL – this is not information about the business of the council.

For more information about the Glasgow City Council Protective Marking Policy please visit <https://glasgow.gov.uk/protectivemarking> For further information and to view the council's Privacy Statement(s), please click on link below:[www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)