



Re: Case ID - 202601557 [REF/LW/vo/4k/j2/]

From daniel.asprey@mmalegal.co.uk <daniel.asprey@mmalegal.co.uk>

Date Wed 2026-08-26 2:44 PM

To foi.accessrequest@inverclyde.gov.uk <foi.accessrequest@inverclyde.gov.uk>

 4 attachments (1 MB)

DSAR-B4C4BBCD.pdf; d4df8eca-48d7-4b1d-a5bc-13656c2513e8_loa.pdf; Shona Mckenzie - POA.jpeg; Shona Mckenzie - ID.jpeg;

Good Afternoon,

Please see attached our original Subjext Access Request along with our clients signed Letter of Authority along with Proof of address and Photo I.D.

Please be advised that the proof of address dated the 26th of February would still be in line with our original request sent on the 10th Of July.

Should you require any further information please do not hesitate to ask

Kind regards

Daniel Asprey
Investigations Team

T: 0161 563 0816

Email: Daniel.asprey@mmalegal.co.uk



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From: foi.accessrequest@inverclyde.gov.uk <foi.accessrequest@inverclyde.gov.uk>
Sent: Wednesday, August 26, 2026 12:19 PM
To: daniel.asprey@mmalegal.co.uk <daniel.asprey@mmalegal.co.uk>
Subject: Case ID - 202601557 [REF/LW/vo/4k/j2/]

Good Afternoon Daniel

Subject Access Request

Further to your recent email we have been unable to locate the original email you sent to us in relation to a subject access request for your client Ms McKenzie-Peers.

I apologise for the inconvenience this will cause however we have now logged the request and require further information from you to undertake the search. Once we have received relevant identification and a signed mandate from your client we will ask the relevant service area to treat this request urgently.

If you can, please also forward us the original email again so that we can query with our I.T department as to why this did not make it to our inbox.

Please confirm the specific nature of your clients request for data, for example childhood social work records or records from a specific department.

I greatly appreciate your understanding and assistance in ensuring that the scope of requests is clearly defined and that the information requested is what is required for your client's purposes.

In order to verify your clients identity, please send the Council a copy of (i) photographic identification such as passport or driving licence and (ii) proof of address such as a copy utility bill, council tax bill, bank statement which must have been issued within the last 3 months.

This list is not exhaustive and other forms of identification may be acceptable. At least one form of identification should contain a photograph and the same signature that is on your application form or letter or if you made your request by email a sample signature should be supplied on separate sheet of paper.

If you would prefer to send us copies of your documentation, please provide us with 'certified' copies. A professional person or someone well respected within your community, such as a solicitor, social worker, doctor, teacher or police officer (they must not be related to your or your partner), can certify documents by doing all of the following on each copy of the documents to be certified:

- Writing 'certified to be a true copy of the original seen by me' on the document;
- Signing and dating with their name printed underneath the signature;

Adding in their occupation, address and telephone number.

The Council will pause the clock on the request to enable the verification of your identity to be completed.

You can find out more about how the Council processes any personal data in the Council's Privacy Notice which is available at <https://www.inverclyde.gov.uk/privacy>

If you would like to discuss this process further please contact the Council on the details below or provided at the top of this letter

Yours sincerely

Information Governance

Legal, Democratic, Digital & Customer Services