



Subject: Acknowledgement of Subject Access Request (SAR)

From Lan.healthrecords.legalteam <Lan.healthrecords.legalteam@lanarkshire.scot.nhs.uk>

Date Wed 2026-04-29 10:53 AM

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

Subject: 100081

Dear **Jay**,

Thank you for your Subject Access Request (SAR), received on **28/04/2026**. We are writing to acknowledge receipt of your request and to confirm that it is now being processed, by the Medical Records Legal Department at University Hospital Monklands.

As required under current Data Protection legislation, we will provide a full response within 1 month of receiving your request. If your request is particularly complex and requires additional time, we may extend the deadline and will inform you of this decision by approximately the 14th day. Please note that in line with updated guidance, if we have requested further information or ID and it is not received within one calendar month, the request will be closed.

Data Protection Notice:

For information on how NHS Lanarkshire uses and protects personal data, please see our Data Protection Notice:

<https://www.nhslanarkshire.scot.nhs.uk/data-protection-notice>

If you have any questions regarding this acknowledgement or the SAR process, please contact:

Kind Regards

Laura Pearson

Higher Clerical Officer

Legal Team/Medical Records/University Hospital Monklands

☎ Telephone: 01698 752397/ 01698 752398

Address: Monkcourts Avenue, Airdrie, ML6 OJS

✉ Email: lan.healthrecords.legalteam@lanarkshire.scot.nhs.uk

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