

South Lanarkshire Council

Date 01/07/2026

Information Governance / Data Protection

South Lanarkshire Council

Council Headquarters

ML30AA

Our Ref: DSAR-20260701-30C409

Client Ref: 100122

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our
Reference: 100122

Client Name: Mrs Julia McNairn

Client Address: 86 Balfour Wynd, Larkhall, ML9 2LS

Client Reference: 100122

Date of Birth: 02/03/1974

Name in Care:

Previous Address:

Parents Names: Mother: - Father:

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:

NAZARETH HOUSE, CLARENCE STREET, ABERDEEN: 1978-1980

BELLSHILL CHILDRENS, 1 SCOTTPLACE, BELLHILL : 1980-1983

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

Scope of Request

We request disclosure of all personal data held in relation to our client, across all systems and formats, including but not limited to:

Admission and discharge records
Full placement history, including transfers between care settings
Social work records, case files, and assessments
Daily logs, key worker notes, and case notes
Incident reports, safeguarding records, and protection referrals
Case conference notes, reviews, and internal assessments
Complaints, investigations, and outcomes
Correspondence between staff, local authorities, and external agencies
Records shared with or held by third-party care providers acting on your behalf
Medical, psychological, or educational records held within the care file
Photographs or other documentation relating to our client's time in care
Records identifying staff members and roles involved in their care

Historical and Archived Records

Given the historical nature of this request, we require that all reasonable and proportionate searches are undertaken, including:

Archived and off-site storage
Legacy systems, including paper, microfiche, and scanned records
Records held under previous authority names, reorganisations, or successor bodies
Records held by contracted, private, or voluntary sector care providers commissioned by your authority

Placement and Authority Clarification

Where records indicate placement in additional care settings, we request:

Details of those institutions
Dates of placement
The commissioning or responsible authority

This information is required to ensure a complete and accurate record of our client's time in care.

Format of Disclosure

Please provide the information in electronic format where possible. Where records exist only in non-digital formats, scanned copies will be acceptable.

Enclosures

We enclose:
Signed authority from our client
Proof of identity

Should you require any further information to process this request, please advise promptly.

Statutory Timeframe

We expect a response within the statutory one calendar month period. If you require an extension, please confirm this in writing with full justification.

Non-Holding of Data

If your organisation does not hold the requested data, we require:

Formal written confirmation of this position

Details of any organisation believed to hold the data, including successor or archive bodies where applicable

Service of Documents

We only accept service of documents via email at evidence@mmalegal.co.uk. Should you for any reason be unable to send documents to the above email, please notify us via the same email imminently.

Yours faithfully,

Investigations Team

MMA Legal

E: evidence@mmalegal.co.uk

T: 0161 570 0550



Housing and Technical Resources
Executive Director Stephen Gibson
Housing Services

Miss J McNairn
86 Balfour Wynd
Larkhall
ML9 2LS

Our ref: CY/RC/LH
Your ref: 1562
If calling, ask for: Carol Young
Phone: 0303 123 1012 (Local rate)
Date: 23 March 2026

Dear Miss McNairn

Dumping of items

I am contacting you regarding the items which have been left in the back garden area.

May I remind you that it is every tenant's responsibility to use the proper facilities provided for the disposal of refuse. Abandoning waste in and around your garden is inconsiderate, unsightly, attracts rats and other vermin and can encourage instances of antisocial behaviour including starting fires. It is important that all tenants co-operate in the maintenance, cleanliness, and tidiness of their garden area for yourself and your neighbours.

As your household is responsible for leaving these items, please arrange a bulk uplift as soon as possible and contact me to confirm the date that these items will be collected.

To arrange for an uplift of bulk items, please access South Lanarkshire Council's website and choose 'special bulk uplifts' and complete the online form. Please note there is a charge of £40 for uplifts. You will be required to arrange to move the items to the kerbside for collection by 7am on the morning of the collection, or you may take bulk waste to the nearest recycling and waste centre. A List of Waste and Recycling Centres enclosed including address and opening times. South Lanarkshire Council has introduced a new booking system for you to attend your local waste and recycling. This can be booked on South Lanarkshire Councils Website at www.southlanarkshire.gov.uk/book-a-slot

I can advise that as a tenant you, or anyone who lives in your household including visitors to your household, are in breach of your tenancy agreement by leaving these items. If you fail to arrange an uplift and Housing Services have to arrange for their removal you will be charged for the cost of removing and disposing of these items, which will be considerably more expensive than the cost for you as a householder to arrange an uplift.

If there is any reason you cannot comply with this request or wish to discuss this matter further, please contact me on the number above.

Yours sincerely

Carol Young
Lead Housing Officer

D2

Larkhall Housing Services, Brandon Gate, 1 Leechlee Road, Hamilton, ML3 0XB
Phone: 0303 123 1012 Email: housing.larkhall@southlanarkshire.gov.uk

