

**Nazareth Care Charitable Trust**

Date 07/05/2026

Larmenier Centre  
162 East End Road  
Finchley  
N20RU

Ref: 100122

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018

Client Name: Mrs Julia McNairn  
Client Address: 86 Balfour Wynd, Larkhall, ML9 2LS  
Client Reference: 100122  
Date of Birth: 02/03/1974  
Also Known As:  
Name in Care:

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](mailto: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](mailto:evidence@mmalegal.co.uk)

T: 0161 563 0816



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](http://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.

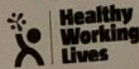
If there is any reason you cannot comply with this request or wish to discuss this matter further, please contact me on the number above.

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](mailto:housing.larkhall@southlanarkshire.gov.uk)



11596216

<b>BIRTH</b>		District No. 620	Year 1974	Entry No. 262	N.H.S. No. 62074262
REGISTERED IN THE DISTRICT OF GLASGOW					
1. Surname <i>McNairn</i>					2. Sex <i>F</i>
Name(s) <i>Julie</i>					
3. When born <i>19.7.4.</i> <i>March Second</i> <i>1504</i> hours			4. Where born <i>Royal Maternity Hospital</i> <i>Glasgow</i>		
5. Mother's name(s) and surname <i>Sandra McNairn</i>			6. Maiden surname <i>Dalrymple</i>		
7. Mother's usual residence (if different from 4 above) <i>12 Rathan Street Glasgow</i>					
8. Father's name(s) and surname <i>Hugh Brown McNairn</i>					
9. Occupation <i>Refuse carrier</i>					
10. Date and place of parents' marriage		Year <i>1970</i>	Month <i>2</i>	Day <i>2</i>	Place <i>Glasgow</i>
11. Informant's signature and qualification <i>Hugh McNairn</i> <i>Father</i>					
12. When registered		Year <i>19.7.4.</i>	Month <i>3</i>	Day <i>29</i>	13. <i>J. Gilligan</i> Registrar
14.					

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