

Glasgow City Archives

Date 27/05/2026

No address on record

Ref: 100115

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

Client Name: Mr George Hunter

Client Address: 17 Peacocktail Close, Edinburgh, EH15 3QT

Client Reference: 100115

Date of Birth: 02/04/1949

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:

Mossbank School, Millerston, Glasgow: 1963-1965

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 563 0816



Water for the North West

George Hunter
17 Peacocktail Close
Edinburgh
EH15 3QT

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Account number
666 129 4177



Got a question? Click
here to chat to us on
WhatsApp



Call us
0345 672 2999



8am to 7pm Mon to Thu
8am to 6pm Fri
8am to 1pm Sat

Bill date

14 February 2026



Billing period

21 November 2025 -
19 January 2026

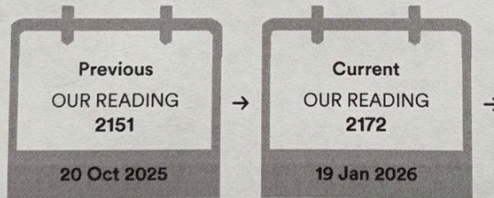


Your water and wastewater charges

Your usage

Your meter number
is H15AV000588

→ More on page 2



Water you've used

21m³

(21,000 litres)



Your charges

→ More on page 2

Balance last time (20 Oct 2025)	£1,335.75
✓ What you've paid since then	£1,335.75
£ Your new charges	£143.19

If you've made a payment in the last seven days, this
may not be shown in the balance and in your payments.

Your new balance

£242.20



Your payments

→ More on page 3

Your payment is due

Please make your payment straight away. For ways to
pay, see page 3.

Amount now due

£242.20

