

URGENT
SUBJECT ACCESS REQUEST
(SAR)
STAGE-ONE LEVEL RAISED COMPLAINT

Full Disclosure of Succession Case Records, Missing Section 202 Review, and Decision-Maker Identification

Dear Information Governance Team,

I am submitting a formal **Subject Access Request (SAR)** under **Article 15 of the UK GDPR** and the **Data Protection Act 2018**.

This request is made following the instruction provided by **Georgina**, who stated:

- *“Requests for personal information and Council records should be submitted through the appropriate information rights process.”*

Exhibit: [21.1. Extra Found.pdf](#) **“Dated:** 29 June 2026”

I now require **full disclosure of all personal data and all records used in the decision-making process** relating to my tenancy succession case for:

Address: 23 Byron Terrace, Edmonton, N9 7DG

Applicant: Simon Cordell

This SAR is necessary because I was informed by Georgina Solan that she had submitted a **succession claim** on my behalf but later admitted that she **did not submit it to the statutory panel** and instead sent it only to unnamed **“Management.”** As a result, I was **denied Section 202 review rights**, and the decision-maker’s identity was withheld.

I therefore require full disclosure of all records relating to this matter.

I require the following categories of information in full:

1. Names, titles, and positions of all officers involved

Including:

- 1) Officers Who Reviewed or Assessed My Succession Claim**
- 2) Officers Who Approved or Rejected Any Part of The Decision**
- 3) Supervising Officers**
- 4) Managers**
- 5) Housing Officers**
- 6) Legal Reviewers**
- 7) Safeguarding Officers**
- 8) Equality Act Assessors**
- 9) The Landlord’s Authorised Decision-Maker**
- 10) Any Officer Who Contributed Written or Verbal Input**
- 11) Any Officer Who Handled or Processed the Alleged “Management Decision”**

For Each Officer, Please Provide:

- 1) Full Name
- 2) Job Title
- 3) Department
- 4) Role In the Decision
- 5) Authority Level
- 6) Any Signatures or Approvals
- 7) Dates of Involvement

2. The Signed Decision and All Versions of It

Including:

- 1) The Final Signed Decision
- 2) Draft Versions
- 3) Internal Revisions
- 4) Notes Explaining Changes
- 5) Any “**Decision Rationale**” Documents
- 6) Any Approval Chain or Sign-Off Trail
- 7) Any Record Showing Why Section 202 Rights Were Not Provided

3. All Internal Notes, Logs, And Comments

Including:

- 1) Case Notes
- 2) Officer Notes
- 3) Internal Emails
- 4) Meeting Notes
- 5) Telephone Logs
- 6) Welfare Visit Notes
- 7) Any Informal Comments Recorded in The System
- 8) Any Notes Referencing My Mother or Myself
- 9) Any Notes Explaining Why the Succession Claim Was Not Submitted to the Statutory Panel

4. All Evidence Used in the Decision-Making Process

Including:

- 1) Residency Evidence
- 2) Tenancy History
- 3) Records Relating to My Late Mother
- 4) Any Documents Used to Assess Succession Eligibility
- 5) Any Evidence Submitted by Third Parties
- 6) Any Evidence Gathered by Officers
- 7) Any Evidence That Was Rejected or Not Considered
- 8) Any Evidence Relating to The Alleged “**Management Decision**”

5. All Policies, Guidance, And Criteria Relied Upon

Including:

- 1) Succession Policy
- 2) Housing Allocation Policy

- 3) Internal Guidance Documents
- 4) Officer Manuals
- 5) Any Policy Referenced in the Decision
- 6) Any Policy Used to Justify Refusal
- 7) Any Policy Used to Assess Residency or Eligibility
- 8) Any Policy Used to Deny Section 202 Review Rights

Please include **the exact version** of each policy used at the time of decision.

6. Safeguarding, Vulnerability, And Equality Act Assessments

Including:

- 1) Any Safeguarding Assessments
- 2) Any Vulnerability Assessments
- 3) Any Equality Act 2010 Considerations
- 4) Any Assessment of Disability, Bereavement, Or Risk
- 5) Any Welfare-Related Notes
- 6) Any Officer Discussions About Risk or Vulnerability
- 7) Any Record Showing Whether These Assessments Were Omitted

7. Details Of Any Other Applicants or Persons Considered

Including:

- 1) Whether Any Other Person Was Considered for Succession
- 2) Any Notes Relating to Other Applicants
- 3) Any Comparison or Eligibility Assessment
- 4) Any Internal Discussion About Alternative Successors

(You may redact third-party personal data, but the existence and nature of such records must still be disclosed.)

8. All Records Relating to The Alleged “Management Decision”

Including:

- 1) Names Of Management Staff Involved
- 2) Their Positions
- 3) Their Authority to Make Succession Decisions
- 4) Any Written Decision
- 5) Any Internal Communication About This “Management Decision”
- 6) Any Explanation for Why the Statutory Succession Panel Was Bypassed
- 7) Any Explanation for Why Section 202 Rights Were Not Provided

Legal Timeframe

Under UK GDPR, you must respond **within one calendar month** of receiving this request.

If you require proof of identity, please notify me immediately.

Delivery Format

Please provide all data electronically:

- 1) PDF
- 2) Email attachments
- 3) Or secure download link

Closing

Thank you. I look forward to receiving the requested information within the statutory timeframe.

Yours faithfully, **Mr. Simon Paul Cordell**

Address: 23 Byron Terrace Edmonton N9 7DG

Dated: 14/09/1026

Contact Email: Re_wired@ymail.com

Signed: 