



NRS-DP-2026-564 – MMA Legal – Acknowledgement and request for Clarification – 23 April 2026 – 100022

From dataprotection@nrscotland.gov.uk <dataprotection@nrscotland.gov.uk>

Date Thu 2026-04-23 11:59 AM

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

Cc dataprotection@nrscotland.gov.uk <dataprotection@nrscotland.gov.uk>

Your reference: 100022

NRS reference number: NRS-DP-2026-564

Dear Sirs,

Thank you for the subject access request of 22 April 2026 you made on a behalf of your client.

National Records of Scotland (NRS) holds records on behalf of SG. These records include exempt/closed government files relating to approved and List D schools, children's homes, and prison and borstal services. SG remain the data controller for these records and makes all decisions on access.

Therefore, we forwarded your request to the SG Information Assurance and Data Protection Branch mailbox at dpa@gov.scot and the team will coordinate searches of these records and respond to you directly.

Clarification request

Most of the records NRS holds are not indexed by the names of individuals. Therefore, we need the information requested below to allow us to carry out effective searches. If you do not provide these details, we may not be able to find the information you are seeking.

- The address of your client immediately before they were placed in care. If this is not known the name of the town, city and/or local authority will be sufficient.
- The names of your client's parents.

We will send one reminder following our request for clarification, and after a period of 30 days, a final email to inform you we will be closing the SAR.

If we receive the requested information before the closure date, we will process your request under the same reference number. However, if you send us the requested information following the closure date, we will process your SAR as usual but with a new reference number.

These requests are complex in nature, and we endeavour to respond promptly and, in any case, within three months of receipt. We apologise for the delay and any problems this causes.

You may find it helpful to read our guidance on [‘Time in care records’](#) which provides information on records NRS holds.

In the meantime, if you have any questions, please contact us by quoting your case number:
NRS-DP-2026-564.

Kind regards,

Mark Corcoran

This e-mail (and any files or other attachments transmitted with it) is intended solely for the attention of the addressee(s). Unauthorised use, disclosure, storage, copying or distribution of any part of this e-mail is not permitted. If you are not the intended recipient please destroy the email, remove any copies from your system and inform the sender immediately by return.

Communications with the Scottish Government may be monitored or recorded in order to secure the effective operation of the system and for other lawful purposes. The views or opinions contained within this e-mail may not necessarily reflect those of the Scottish Government.
