

**Re: Data Subject Access Request - Mr John Mcphee**

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**From** Archives <Archives@south-ayrshire.gov.uk>

**Date** Wed 2026-04-15 4:18 PM

**To** MMA Legal <evidence@mmalegal.co.uk>

Hi

Subject access requests such as these should be directed to the relevant local authority via their information governance/data protection channels. They will then request us, as their archive service, to undertake searches as required and if appropriate. We do not hold “care” records or social work records and nor do we hold medical records. Your request for “care” and social work records should be directed to the relevant local authority responsible for the care home/s.

As this is the central email account for the archive service of three councils, it is accessed by a number of staff, therefore we would request you do not send sensitive, personal and medical details of clients to this email address. As we do not process subject access requests, it is inappropriate for us to be in receipt of these details.

To this end, please see below for contact details for all three Ayrshire Council’s.

South Ayrshire Council:- [Make a subject access request - South Ayrshire Council](#)

East Ayrshire Council:- [Data protection and freedom of information · East Ayrshire Council](#)

North Ayrshire Council:- [Data protection](#)

Best Regards

# Marion Lynch

Marion Lynch | Administration Assistant (Archives) | Ayrshire Archives | Ayrshire Archives HQ | South Harbour Street, Ayr, KA7 1JA | 01292 616260 | [archives@south-ayrshire.gov.uk](mailto:archives@south-ayrshire.gov.uk) | [www.ayrshirearchives.org.uk](http://www.ayrshirearchives.org.uk)

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**From:** MMA Legal <evidence@mmalegal.co.uk>

**Sent:** 15 April 2026 3:17 PM

**To:** Archives <Archives@south-ayrshire.gov.uk>

**Subject:** Data Subject Access Request - Mr John Mcphee

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

Client Name: Mr John Mcphee

Client Address: 2 barnett court, saltcoats, ka21 5lu

Client Reference: #100381

Date of Birth: 07/09/1960

Also Known As:

Name in Care:

Dear Sir/Madam,

We act on behalf of the above-named individual who was placed in residential care at the institution(s) referenced below during the approximate period stated.

Approximate Dates of Placement:

- clark house- 42 molbourne road - largs: 1967

We submit this request under Article 15 of the UK General Data Protection Regulation and the Data Protection Act 2018.

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

Please find the enclosed request.

We thank you for your assistance in this matter.

Yours faithfully,

Investigations Team

MMA Legal

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

T: 0161 563 0816

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