
Re: Data Subject Access Request - Miss Frances Mackie

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

Date Tue 2026-06-09 10:38 AM

To Data Protection <DataProtection@pkc.gov.uk>

Good morning,

Please see below the SAR request for our clients information:

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.

Kind Regards,
Leah
Investigations Team
MMA Legal

E: Evidence@mmalegal.co.uk
T: 0161 570 0550



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From: Data Protection <DataProtection@pkc.gov.uk>
Sent: 07 May 2026 1:03 PM
To: MMA Legal <evidence@mmalegal.co.uk>
Subject: RE: Data Subject Access Request - Miss Frances Mackie

Good afternoon

Please can you confirm which information it is that you require as it is not stated in the request.

Information Rights Team
Legal & Governance | Strategy, People and Resources Service| Floor 1 | 2 High Street | Perth | PH1 5PH

From: MMA Legal <evidence@mmalegal.co.uk>
Sent: 07 May 2026 11:36
To: Data Protection <DataProtection@pkc.gov.uk>
Subject: Data Subject Access Request - Miss Frances Mackie

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

Client Name: Miss Frances Mackie
Client Address: 14 Park Place, Lossiemouth, IV31 6DW
Client Reference: 100225

Date of Birth: 16/05/1967
Also Known As: Frances Elizabeth Gordon
Name in Care: Frances Elizabeth Gordon

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:

- Andrew Thompson House, Elgin: 1978-1978
- Forrest Group Children home, CULBIN ROAD, FORRES, MORAY, IV36: 1978-1979
- Balnacraig - Perth PH2 7AR: 1979-1981

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
T: 0161 563 0816

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