



RE: FCIR:64481 Data Subject Access Request - Mr Steven Martin

From Information Requests <Information.Requests@fife.gov.uk>

Date Mon 2026-04-27 11:53 AM

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

Dear Investigations Team,

GDPR/THE DATA PROTECTION ACT 2018 (DATA PROTECTION LEGISLATION) – SUBJECT ACCESS REQUEST

Thank you for your information request received on 24/04/2026 our ref FCIR: 64481.

In requesting information with regard to your clients records, you are essentially asking for information about your client. This constitutes a Subject Access Request under the General Data Protection Regulation 2018.

Due to this we are dealing with your request in terms of the General Data Protection Regulation 2018, in terms of Article 15 of the Regulation. We have up to one calendar month to provide your response once we receive a valid request. For your request to be valid we need proof of ID and your name, address and a description of the information you require. Clarification may also be required to ensure we understand your request and the information you require.

If your request is excessive, we may require that you provide further information to reduce the scope of your request. If this is not possible to do, we may be required to extend your request to up to 90 calendar days or apply a cost. If a cost is to be applied you will be advised of this prior to us working on your request, with advice on how to make the payment.

As data controller Fife Council is entitled to ask for reasonable proof of ID in order to process your request.

In this instance we have received ID and therefore do not require further ID at this time.

If you are not satisfied with the way we have handled your request, you may wish to request a review of the decision. Please write to: Head of Legal & Democratic Services, Finance & Corporate Services, Fife House, North Street, Glenrothes, KY7 5LT or e-mail to info.review@fife.gov.uk within three months of receiving this correspondence or from the date you submitted your request, whichever is the later date. Where the outcome of the review fails to resolve the matter to your complete satisfaction you may wish to contact the Information Commissioner's Office to raise your concern or complaint. The ICO can be contacted in writing at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or telephone: 0303 123 1113 or online: <https://ico.org.uk/make-a-complaint/data-protection-complaints/>

Kindest regards,

Katrina

Information Specialist
Information Management & Requests Team | Customer & Online Services |

From: MMA Legal <evidence@mmalegal.co.uk>
Sent: 24 April 2026 10:43
To: Information Requests <Information.Requests@fife.gov.uk>
Subject: FCIR:64481 Data Subject Access Request - Mr Steven Martin

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

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

Client Name: Mr Steven Martin
Client Address: 9 Headwell Avenue, KY12 0JX
Client Reference: 100104
Date of Birth: 30/08/1970
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:

- Ribleton in Glenrothes: 1981
- Geilsland in Beith: 1982

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

MMA Legal Limited, a company registered in England and Wales with registered number 13900519
Authorised and regulated by the Solicitors Regulation Authority number 8000579

Registered Office: Stok, Princes Street, Stockport SK1 1RY

This email and any attachments are confidential and intended solely for the individual or entity to whom they are addressed. If you have received this email in error, please notify the sender immediately and delete it from your system.

Any unauthorised use, disclosure, copying, or distribution of this communication is strictly prohibited.

We process personal data in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Personal information contained within this communication must be handled securely and only for its intended purpose.

Whilst we take reasonable steps to ensure the accuracy of information contained in this email, no liability is accepted for any reliance placed on its contents. Nothing in this email constitutes legal or financial advice unless expressly stated.

This email was scanned by Fife Council

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed and should not be disclosed to any other party.

If you have received this email in error please notify your system manager and the sender of this message.

This email message has been swept for the presence of computer viruses but no guarantee is given that this e-mail message and any attachments are free from viruses.

Fife Council reserves the right to monitor the content of all incoming and outgoing email.

Information on how we use and look after your personal data can be found within the Council's privacy notice: www.fife.gov.uk/privacy

Fife Council
