
Re: Subject Access Request - Request for Clarification - P Townsley - EDIR:61727

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

Date Sun 2026-07-05 4:08 PM

To Information Rights Officer 12 <informationrightsofficer12@edinburgh.gov.uk>

Good afternoon,

Could you kindly provide us with an update as to your current position in providing us with our clients records.

We look forward to hearing from you in due course.

Kind regards,

James
Investigations Team
MMA Legal

E: Evidence@mmalegal.co.uk

T: 0161 570 0550



MMA Legal Limited is a company registered in England & Wales (registered number: 13900519). MMA Legal Limited is authorised and regulated by the Solicitors Regulation Authority, SRA Number: 8000579. A list of directors is available at the Registered office address STOK, 43-59 Princes., Stockport, SK1 1RY.

Cyber Crime Alert Please be aware that there is a risk posed by cyber fraud, especially in relation to bank account details. Please check with us before transferring any funds across if you are unsure and would like to confirm our bank details. MMA Legal Limited will not accept responsibility if you transfer money into an incorrect bank account. If you are not the intended recipient of this email please contact us immediately.

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

Sent: 08 June 2026 3:41 PM

To: Information Rights Officer 12 <informationrightsofficer12@edinburgh.gov.uk>

Subject: Re: Subject Access Request - Request for Clarification - P Townsley - EDIR:61727

Good afternoon,

Thank you for your previous email. We note its contents.

In relation to your clarification request, we can confirm that we are seeking to recover all of our clients' Social Care records.

Please note that I have emailed previously to confirm an extension as to the deadline of our Subject Access Request to 01/07/2026. With our request being sent on the 30th of April 2026, we would expect to receive our clients' records in full by the 01/07/2026.

If you require any further information to help assist you in your search, don't hesitate to contact us.

We look forward to hearing from you in due course.

Kind regards,

Investigations Team
MMA Legal

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



MMA Legal Limited is a company registered in England & Wales (registered number: 13900519). MMA Legal Limited is authorised and regulated by the Solicitors Regulation Authority, SRA Number: 8000579. A list of directors is available at the Registered office address STOK, 43-59 Princes., Stockport, SK1 1RY.

Cyber Crime Alert Please be aware that there is a risk posed by cyber fraud, especially in relation to bank account details. Please check with us before transferring any funds across if you are unsure and would like to confirm our bank details. MMA Legal Limited will not accept responsibility if you transfer money into an incorrect bank account. If you are not the intended recipient of this email please contact us immediately.

From: Information Rights Officer 12 <informationrightsofficer12@edinburgh.gov.uk>
Sent: 04 June 2026 2:35 PM
To: evidence@mmalegal.co.uk <evidence@mmalegal.co.uk>
Cc: edinburghfoi@messagestore.co.uk <edinburghfoi@messagestore.co.uk>
Subject: Subject Access Request - Request for Clarification - P Townsley - EDIR:61727

Investigations Team
MMA Legal
Date: 04/06/2026

Our ref: 61727

Dear Investigations Team,

Request for Clarification

Subject: SAR - Mr Paul Townsley(DOB: 23/06/1981)

Thank you for your request for information of 30/04/2026. To help us meet your request, could you please provide the following:

Can you please confirm if you are requesting full social care records, or Confirmation of Care Letter?

On receipt of these further details, we will respond to your request within one calendar month. Please note that the statutory deadline for responding to your request is paused until we receive the requested clarification from you.

If we do not hear from you within two calendar months, we will assume that you are no longer seeking the information you have requested and we will take no further action.

If you wish to discuss further, please get in touch. Please quote the reference number above in any future communications.

Further information about your rights and accessing information is available on our website at: www.edinburgh.gov.uk

Yours sincerely,

Information Rights Officer

Information Governance Unit

Level 2:1, Waverley Court, Edinburgh EH8 8BG Tel 0131 200 2340

informationrights@edinburgh.gov.uk www.edinburgh.gov.uk

This email and files transmitted with it are confidential and are intended for the sole use of the individual or organisation to whom they are addressed.

If you have received this eMail in error please notify the sender immediately and delete it without using, copying, storing, forwarding or disclosing its contents to any other person.

The Council has endeavoured to scan this eMail message and attachments for computer viruses and will not be liable for any losses incurred by the recipient.
