
Information Request: FOI/EIR/SARs/DP - 101001581924 - [OFFICIAL]

From SocialPolicyIR <Social.PolicyIR@westlothian.gov.uk>
Date Mon 2026-05-11 9:49 AM
To 'evidence@mmalegal.co.uk' <evidence@mmalegal.co.uk>
Cc SocialPolicyIR <Social.PolicyIR@westlothian.gov.uk>

DATA LABEL: OFFICIAL

Dear Requester

We acknowledge receipt of your Subject Access Request.

We would consider your request to be complex due to the nature of gathering and reviewing historical social work records. We can therefore apply an extension to the original 1-month timescale of up to 2 months, as per Information Commissioner's Office guidance.

Can you advise if you require full records or would confirmation of your client's time in care suffice?

Kind regards

Sandy Reid (he/him)
Business Support Officer
Performance & Quality Team
Social Policy

(Currently working from home)

West Lothian Civic Centre
First Floor South
Howden South Road
Livingston
EH54 6FF
Email: Sandy.Reid@westlothian.gov.uk

Associated Organisation's Details:

MMA Legal
Phone: 0161 563 0816 (Work)
Email: evidence@mmalegal.co.uk (Work)

Case Details:

Case ID: 101001581924

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

Client Name: Ms Shona Halliday

Client Address: 16 Thornybank Grove, Dalkeith, EH22 2EG

Client Reference: 100266

Date of Birth: 06/11/1975

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: .Howden Hall in Edinburgh: 1989

.Cruton Care Home : 1990

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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