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**Subject Access Request - Acknowledgement PKCIR:8663**

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**From** Data Protection <DataProtection@pkc.gov.uk>

**Date** Mon 2026-04-27 2:55 PM

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

**Your ref:** 100417

Good afternoon,

**Re: Subject Access Request**

I acknowledge receipt of your subject access request, sent on behalf of your client *Theresa Sinclair*, which was received by our team today, 27 April 2026. I understand that the information you are seeking is:

- *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 our behalf*
  - *Medical, psychological, or educational records held within the care file*
  - *Photographs or other documentation relating to your client's time in care*

I am now processing your request on behalf of the Council's Data Protection Officer and will issue my response to you within 28 days of receipt of your request, which, in this instance, is 27 May 2026. This is the limit allowed by the UK General Data Protection Regulation.

Please quote the reference number above, PKCIR:8663, in any future correspondence relating to this request.

Kind regards,  
Information Officer

Information Rights Team  
Perth & Kinross Council  
Legal & Governance Services  
2 High Street  
Perth  
PH1 5PH

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