
Re: NRS-DP-2026-726 - MMA Legal - Acknowledgement and request for clarification - 08 May 2026
- Your ref: 100260/G Hines

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

Date Wed 2026-06-10 12:11 PM

To dataprotection@nrscotland.gov.uk <dataprotection@nrscotland.gov.uk>

Good morning,

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

In relation to your clarification request, we can confirm the following information:

Address before Care: Ettrick Drive, Moffat, DG10 9LA

Duration at Kerelaw List D School: 3 months

Parents: Margerie Belford Hines (Seaton); Austin William Hines

Previous Name: Client has always been known as 'Glenn Milton Hines

If you require any further information, don't hesitate to contact us.

We look forward to hearing from you in due course.

Kind regards,

James

Investigations Team

MMA Legal

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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: Malgorzata.Palgan@nrscotland.gov.uk <Malgorzata.Palgan@nrscotland.gov.uk> on behalf of dataprotection@nrscotland.gov.uk <dataprotection@nrscotland.gov.uk>

Sent: 08 May 2026 12:54 PM

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

Cc: dataprotection@nrscotland.gov.uk <dataprotection@nrscotland.gov.uk>

Subject: RE: NRS-DP-2026-726 - MMA Legal - Acknowledgement and request for clarification - 08 May 2026 - Your ref: 100260/G Hines

Your reference: 100260/G Hines

NRS reference: NRS-DP-2026-726

Dear Sirs,

Thank you for the subject access request of 8 May you made on a behalf of your client.

National Records of Scotland (NRS) holds records on behalf of SG. These records include exempt/closed government files relating to approved and List D schools, children's homes, and prison and borstal services. SG remain the data controller for these records and makes all decisions on access.

Therefore, we forwarded your request to the SG Information Assurance and Data Protection Branch mailbox at dpa@gov.scot and the team will coordinate searches of these records and respond to you directly.

Clarification request

Most of the records NRS holds are not indexed by the names of individuals. Therefore, we need the information requested below to allow us to carry out effective searches. If you do not provide these details, we may not be able to find the information you are seeking.

- **Are there any other names your client is, or have been known by? Please include maiden name, if relevant.**
- **How long your client was in Kerelaw List D School?**
- **The address of your client immediately before they were placed in care. If this is not known the name of the town, city and/or local authority will be sufficient.**
- **The names of your client's parents.**

We will send one reminder following our request for clarification, and after a period of 30 days, a final email to inform you we will be closing the SAR.

If we receive the requested information before the closure date, we will process your request under the same reference number. However, if you send us the requested information following the closure date, we will process your SAR as usual but with a new reference number.

These requests are complex in nature, and we endeavour to respond promptly and, in any case, within three months of receipt. We apologise for the delay and any problems this causes.

You may find it helpful to know we created guidance '[Time in care records](#)' which provides information on records NRS holds.

In the meantime, if you have any questions, please contact us by quoting your case number: **NRS-DP-2026-726**.

Kind regards,

Maggie

Malgorzata (Maggie) Palgan | Senior Information Governance Officer

National Records of Scotland | HM General Register House | 2 Princes Street | Edinburgh EH1 3YY

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