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**RE: NRS-DP-2026-643 - MMA Legal - Acknowledgement and request for clarification - 01 May 2026 - 100299**

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**From** dataprotection@nrscotland.gov.uk <dataprotection@nrscotland.gov.uk>

**Date** Fri 2026-05-01 11:53 AM

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

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

**Your reference: 100299**

**NRS reference number: NRS-DP-2026-643**

Dear MMA Legal,

Thank you for the subject access request of 30 April 2026 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](mailto: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.

- The full name and location (address or city/county/region) of all the establishments your client attended
- 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 read our guidance on '[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-2026-643**

Kind regards,

Freya

**Freya Upton | Information Governance Officer**

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