



RE: FCIR:64535 Data Subject Access Request - Miss Sarah Louise Lawson

From Ewan Robertson <Ewan.Robertson@fife.gov.uk>

Date Thu 2026-05-14 4:50 PM

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

 1 attachment (1 MB)

FCIR 64535 - Historical - Redacted.pdf;

Dear Investigations Team

GDPR/Data Protection Act 2018 (Data Protection Legislation) – Subject Access Request

I refer to your request for data relating to your clients records, received on 28/04/2026, our reference, FCIR 64535

Fife Council is currently experiencing technical difficulties accessing some of the scanned files containing these historical Social Work records. Recently, we have encountered file corruption issues when downloading data from the discs on which it is stored. As a result, we are unable to provide the requested data due to concerns of further data loss. The affected files pertain to information originally in paper files for social work only.

Urgent efforts are underway to resolve this issue. Once the files become available, we will conduct a search to determine if the information you require is held and provide a response to you.

In the meantime, please find enclosed from our education and archives team relating to the scope of your request. If you find that this data sufficient for your needs, please let us know, and we will close your request.

If you are not satisfied with the way we have handled your request, you may wish to request a review of the decision. Please write to: Head of Legal & Democratic Services, Finance & Corporate Services, Fife House, North Street, Glenrothes, KY7 5LT or e-mail to info.review@fife.gov.uk within three months of receiving this correspondence or from the date you submitted your request, whichever is the later date. Where the outcome of the review fails to resolve the matter to your complete satisfaction you may wish to contact the Information Commissioner's Office to raise your concern or complaint. The ICO can be contacted in writing at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or telephone: 0303 123 1113 or online: <https://ico.org.uk/make-a-complaint/data-protection-complaints/>

Yours sincerely
Ewan Robertson

Ewan Robertson | Information Specialist

Information Management & Requests Team | Customer & Online Services | Fife Council | Fife House, North Street, Glenrothes, Fife KY7 5LT

Email: Ewan.Robertson@fife.gov.uk

From: Information Requests

Sent: 01 May 2026 09:15

To: 'MMA Legal' <evidence@mmalegal.co.uk>

Subject: RE: FCIR:64535 Data Subject Access Request - Miss Sarah Louise Lawson

Dear Investigations Team,

GDPR/THE DATA PROTECTION ACT 2018 (DATA PROTECTION LEGISLATION) – SUBJECT ACCESS REQUEST

Thank you for your information request received on 28/04/2026, our ref FCIR: 64535.

In requesting information with regard to your clients care records. This constitutes a Subject Access Request under the General Data Protection Regulation 2018.

Due to this we are dealing with your request in terms of the General Data Protection Regulation 2018, in terms of Article 15 of the Regulation. We have up to one calendar month to provide your response once we receive a valid request. For your request to be valid we need proof of ID and your name, address and a description of the information you require. Clarification may also be required to ensure we understand your request and the information you require.

If your request is excessive, we may require that you provide further information to reduce the scope of your request. If this is not possible to do, we may be required to extend your request to up to 90 calendar days or apply a cost. If a cost is to be applied you will be advised of this prior to us working on your request, with advice on how to make the payment.

As data controller Fife Council is entitled to ask for reasonable proof of ID in order to process your request.

In this instance we have received the signed mandate and ID and therefore do not require further ID at this time.

If you are not satisfied with the way we have handled your request, you may wish to request a review of the decision. Please write to: Head of Legal & Democratic Services, Finance & Corporate Services, Fife House, North Street, Glenrothes, KY7 5LT or e-mail to info.review@fife.gov.uk within three months of receiving this correspondence or from the date you submitted your request, whichever is the later date. Where the outcome of the review fails to resolve the matter to your complete satisfaction you may wish to contact the Information

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Yours sincerely
Ewan Robertson

Ewan Robertson | Information Specialist

Information Management & Requests Team | Customer & Online Services | Fife Council | Fife House, North Street, Glenrothes, Fife KY7 5LT

Email: Information.Requests@fife.gov.uk

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

Sent: 28 April 2026 10:00

To: Information Requests <Information.Requests@fife.gov.uk>

Subject: FCIR:64535 Data Subject Access Request - Miss Sarah Louise Lawson

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

Client Name: Miss Sarah Louise Lawson

Client Address: 71 Scott Road, Glenrothes, KY6 1AF

Client Reference: 100357

Date of Birth: 21/09/1977

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:

- Playfield House, Cupar, Fife, Cupar KY15 5RR: 1991 - 1991
- Rimbleton House: Childrens Home: 1991 - 1993

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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Registered Office: Stok, Princes Street, Stockport SK1 1RY

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Fife Council
