

---

**RE: SAR26-27 - 260-Access - Redress - 100104 - NRS-DP-2026-589 - Final response**

---

From dpa@gov.scot <dpa@gov.scot>

Date Fri 2026-05-22 3:50 PM

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

Cc dataprotection@nrscotland.gov.uk <dataprotection@nrscotland.gov.uk>; dpa@gov.scot <dpa@gov.scot>

Your Ref: 100104

Our Ref: SAR26-27 - 260-Access - Redress

Dear Sirs

**SUBJECT ACCESS REQUEST**

I am writing to you regarding your letter dated 24 April 2026, making a request for personal information on behalf of your client, Steven Martin.

The Scottish Government do not hold all files in relation to all schools and residential homes and as a result of our searches, I can confirm that we have been unable to locate any documentation based on the information you have provided.

I appreciate that this will be disappointing for your client. However, National Records Scotland will respond to you directly to inform you of the results of the search of their records and may be also in the position to provide details of other public bodies who may hold information relating to your request.

If you are not happy with this outcome and wish to make a complaint, please contact the Scottish Government's Data Protection Officer in the first instance

Data Protection Officer  
Victoria Quay  
EH6 6QQ  
[dataprotectionofficer@gov.scot](mailto:dataprotectionofficer@gov.scot)

If, following this review, you still have concerns about the way your data has been handled you can write to the UK Information Commissioner's Office – the regulator for data protection in the UK – at the following address:

Information Commissioner's Office  
Wycliffe House Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113 (local rate) or 01625 545 745

You may also find their website <http://www.ico.org.uk/> a useful source of information.

Yours faithfully

Eva

**Eva Jacob | Information Assurance and Data Protection Branch  
Digital Citizens Unit | Digital Directorate | Scottish Government**



---

**From:** Eva Jacob <Eva.Jacob@gov.scot> **On Behalf Of** Data protection and information assets Mailbox  
**Sent:** 07 May 2026 13:31  
**To:** evidence@mmalegal.co.uk  
**Cc:** NRS : Data Protection <dataprotection@nrscotland.gov.uk>; Data protection and information assets Mailbox <dpa@gov.scot>  
**Subject:** RE: SAR26-27 - 260-Access - Redress - 100104 - NRS-DP-2026-589 - Acknowledgement  
**Sensitivity:** Confidential

Your Ref: 100104

Our Ref: SAR26-27 - 260-Access - Redress

Dear Sirs

## **SUBJECT ACCESS REQUEST**

I refer to your letter to National Records Scotland requesting a search of records in relation to your client, Steven Martin.

NRS have passed your request to the Information Assurance and Data Protection team at the Scottish Government to enable a search of records held by the Directorate for Children and Families to be conducted.

All personal information will be accessible to you unless that information is covered by an exemption under data protection laws. In carrying out your request information will be shared with relevant business areas where necessary to ensure a complete return.

The one calendar month period allowed for response to your request will expire on 24 May 2026.

Yours faithfully

Eva

**Eva Jacob | Information Assurance and Data Protection Branch  
Digital Citizens Unit | Digital Directorate | Scottish Government**



---

**From:** MMA Legal <[evidence@mmalegal.co.uk](mailto:evidence@mmalegal.co.uk)>  
**Sent:** 24 April 2026 10:43  
**To:** NRS : Data Protection <[dataprotection@nrscotland.gov.uk](mailto:dataprotection@nrscotland.gov.uk)>  
**Subject:** Data Subject Access Request - Mr Steven Martin

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

Client Name: Mr Steven Martin  
Client Address: 9 Headwell Avenue, KY12 0JX  
Client Reference: 100104  
Date of Birth: 30/08/1970  
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:

- Ribleton in Glenrothes: 1981
- Geilsland in Beith: 1982

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](mailto:evidence@mmalegal.co.uk)  
T: 0161 563 0816

MMA Legal Limited, a company registered in England and Wales with registered number 13900519

Authorised and regulated by the Solicitors Regulation Authority number 8000579

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

This email and any attachments are confidential and intended solely for the individual or entity to whom they are addressed. If you have received this email in error, please notify the sender immediately and delete it from your system.

Any unauthorised use, disclosure, copying, or distribution of this communication is strictly prohibited.

We process personal data in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Personal

information contained within this communication must be handled securely and only for its intended purpose.

Whilst we take reasonable steps to ensure the accuracy of information contained in this email, no liability is accepted for any reliance placed on its contents. Nothing in this email constitutes legal or financial advice unless expressly stated.

¶

\*\*\*\*\*

This e-mail (and any files or other attachments transmitted with it) is intended solely for the attention of the addressee(s). Unauthorised use, disclosure, storage, copying or distribution of any part of this e-mail is not permitted. If you are not the intended recipient please destroy the email, remove any copies from your system and inform the sender immediately by return.

Communications with the Scottish Government may be monitored or recorded in order to secure the effective operation of the system and for other lawful purposes. The views or opinions contained within this e-mail may not necessarily reflect those of the Scottish Government.

\*\*\*\*\*