

Re: Information Request: FOI/EIR/SARs/DP - 101001566386 - [OFFICIAL]

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

Date Fri 2026-05-22 9:34 AM

To SocialPolicyIR <Social.PolicyIR@westlothian.gov.uk>

Good morning,

Thank you for your previous email.

We can confirm that we request the disclosure of all personal data held in relation to our client, 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 your behalf
- Medical, psychological, or educational records held within the care file
- Photographs or other documentation relating to our client's time in care
- Records identifying staff members and roles involved in their care

Given the historical nature of this request, we require that all reasonable and proportionate searches are undertaken, including:

- Archived and off-site storage
- Legacy systems, including paper, microfiche, and scanned records
- Records held under previous authority names, reorganisations, or successor bodies
- Records held by contracted, private, or voluntary sector care providers commissioned by your authority

Where records indicate placement in additional care settings, we request:

- Details of those institutions
- Dates of placement
- The commissioning or responsible authority

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

E: Evidence@mmalegal.co.uk

T: 0161 563 0816



MMA Legal Limited is a company registered in England & Wales (registered number: 13900519). MMA Legal Limited is authorised and regulated by the Solicitors Regulation Authority, SRA Number: 8000579. A list of directors is available at the Registered office address STOK, 43-59 Princes., Stockport, SK1 1RY.

Cyber Crime Alert Please be aware that there is a risk posed by cyber fraud, especially in relation to bank account details. Please check with us before transferring any funds across if you are unsure and would like to confirm 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: SocialPolicyIR <Social.PolicyIR@westlothian.gov.uk>
Sent: 30 April 2026 6:14 PM
To: 'evidence@mmalegal.co.uk' <evidence@mmalegal.co.uk>
Cc: SocialPolicyIR <Social.PolicyIR@westlothian.gov.uk>
Subject: Information Request: FOI/EIR/SARs/DP - 101001566386 - [OFFICIAL]

DATA LABEL: OFFICIAL

Dear Requester

Further to your request below, please be advised that due to the nature of gathering and reviewing historical records which can be a lengthy process, we would consider this a complex request and can therefore apply an extension of up to 2 months as per ICO guidance.

It would be helpful if you could please advise whether confirmation of time in care would suffice or whether you require full records.

Kind regards

Sandy

Sandy Reid (he/him)
Business Support Officer
Performance & Quality Team
Social Policy

(Currently working from home)

West Lothian Civic Centre
First Floor South
Howden South Road
Livingston
EH54 6FF
Email: Sandy.Reid@westlothian.gov.uk

Associated Organisation's Details:

MMA Legal
Phone: 0161 563 0816 (Work)
Email: evidence@mmalegal.co.uk (Work)
Case Details:

Case ID: 101001566386

Client Name: Miss Helen Fleming Grezele McCormack
Client Address: 121 Rowan Street, Blackburn , Bathgate, EH47 7ED
Client Reference: 100362
Date of Birth: 01/04/1955
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: .Wallhouse Children's Home, West Lothian : 1969- 1972
.Liberton assessment center, Edinburgh : 1972 - 1972

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

To view the full details of this case and action accordingly please login to CRM.
[Fostering and Adoption. 20260330] <<https://fosteringandadoption.westlothian.gov.uk/>>

West Lothian Council - Data Labels:

OFFICIAL - Sensitive: Contains Personal or Business Sensitive Information for authorised personnel only
OFFICIAL: Contains information for council staff only
PUBLIC: All information has been approved for public disclosure
NON-COUNCIL BUSINESS: Contains no business related or sensitive information

SAVE PAPER - Please do not print this e-mail unless absolutely necessary.

This message, together with any attachments, is sent subject to the following statements:

1. It is sent in confidence for the addressee only. It may contain legally privileged information. The contents are not to be disclosed to anyone other than the addressee. Unauthorised recipients are requested to preserve this confidentiality and to advise the sender immediately.
2. It does not constitute a representation which is legally binding on the Council or which is capable of constituting a contract and may not be founded upon in any proceedings following hereon unless specifically indicated otherwise.

<https://www.westlothian.gov.uk>