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**RE: FCIR:64423 Data Subject Access Request - Mr Paul Hepburn**

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**From** Information Requests <Information.Requests@fife.gov.uk>

**Date** Fri 2026-04-24 12:21 PM

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

Dear Investigations Team,

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

Thank you for your information request received on 22/04/2026 our ref FCIR: 64423.

In requesting information with regard to your clients records you are essentially asking for information about your client. 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 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](mailto: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/>

Kindest regards,

Katrina

Information Specialist  
Information Management & Requests Team | Customer & Online Services |

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**From:** MMA Legal <evidence@mmalegal.co.uk>  
**Sent:** 22 April 2026 20:19  
**To:** Information Requests <Information.Requests@fife.gov.uk>  
**Subject:** FCIR:64423 Data Subject Access Request - Mr Paul Hepburn

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

Client Name: Mr Paul Hepburn  
Client Address: 68 Osborne Crescent Dumfries, DG29JU  
Client Reference: 100200  
Date of Birth: 12/01/1988  
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:

- Lady Acre School, Dumfries : 2000-2000
- Moorhouse Residential Home, Bathgate : 2000-2002

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

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Fife Council

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