

**Scottish Prison Service**

Date 02/06/2026

Scottish Prison Service Headquarters  
1 Lochside Avenue  
Edinburgh  
EH129DJ

Ref: 100162

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

Client Name: Mr Andrew Fisher  
Client Address: 5A , Monks Knowe, Lesmahagow, ML11 0BJ  
Client Reference: 100162  
Date of Birth: 12/07/1976  
Also Known As:  
Name in Care:

Dear Sir/Madam,

We act on behalf of the above-named client, who was placed in residential care at the institution(s) referenced below during the approximate period stated.

Approximate Dates of Placement:  
Wood Dean Home in Blantyre: 1988  
Bellshill Children's Assessment Centre: 1989  
Cardross, Dunbartonshire: 1990  
Craiginchies Prison: 1992-1992  
Longriggend Detention Centre, Airdrie: 1993

This request is made under Article 15 of the UK General Data Protection Regulation and Section 45 of the Data Protection Act 2018.

**Scope of Request**

We request disclosure of all personal data held in relation to our client, across all systems and formats, 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

### **Historical and Archived Records**

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

### **Placement and Authority Clarification**

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

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

This information is required to ensure a complete and accurate record of our client's time in care.

### **Format of Disclosure**

Please provide the information in electronic format where possible. Where records exist only in non-digital formats, scanned copies will be acceptable.

### **Enclosures**

We enclose:  
Signed authority from our client  
Proof of identity

Should you require any further information to process this request, please advise promptly.

### **Statutory Timeframe**

We expect a response within the statutory one calendar month period. If you require an extension, please confirm this in writing with full justification.

**Non-Holding of Data**

If your organisation does not hold the requested data, we require:

Formal written confirmation of this position

Details of any organisation believed to hold the data, including successor or archive bodies where applicable

**Service of Documents**

We only accept service of documents via email at [evidence@mmalegal.co.uk](mailto:evidence@mmalegal.co.uk). Should you for any reason be unable to send documents to the above email, please notify us via the same email imminently.

Yours faithfully,

Investigations Team

MMA Legal

E: [evidence@mmalegal.co.uk](mailto:evidence@mmalegal.co.uk)

T: 0161 563 0816



**Direct Line**

**CUSTOMER SERVICE**  
0345 301 2906

POSTAL REGULATORY AUTHORITY

Mr Andrew Fisher  
5a Monks Knowe  
Lanark  
Lanarkshire  
ML11 0BJ



9 April 2026

Dear Mr Fisher

**Your Direct Line for Business Policy No: 703118154**

We're just getting in touch following our recent letter. Unfortunately, the outstanding payment of £24.30 has not been received.

**What To Do Now**

Please contact us within 7 days in order to make payment. Please have your credit/debit card available

**Important**

This may not be applicable to your situation, but we have signed up to The Standards of Lending Practice, so we want to let you know that if you're having financial problems, you can contact the Money Advice Service, the National Debt line, Civil Legal Advice or the Citizens Advice Bureau for support.

Yours Sincerely

Direct Line

Contact us

Telephone: 0345 303 1760  
8am-6pm Monday-Friday, 9am-3pm Saturday, Closed Sunday

Direct Line Insurance policies are underwritten by U K Insurance Limited. Registered office: The Wharf, Neville Street, Leeds LS1 4AZ. Registered in England and Wales No 1179980. U K Insurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, registration number 202810. Calls may be recorded.