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## DPA response Ref: edir:58365

Information Rights &lt;gail.mckeown@edinburgh.gov.uk&gt;

To: DSAR-ATMR@aikerlegal.org

Tuesday, December 2, 2025 12:44 PM GM-251202-115727

Encrypt message and attachments

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Raymond Baker

Date: 02/12/2025

Our ref: 58365

Dear Raymond Baker,

I refer to your request for information which was received on 30/10/2025. We have dealt with your request in accordance with Article 15 of the General Data Protection Regulation.

The response to your request is now enclosed. A further email shall follow with the document password.

Some example text, for inspiration, is below and example letters are provided in the Case Studies section of the Individual Rights Procedures:

You will note that occasionally some information has been redacted (greyed out). This has happened where the information is personal data relating to another person such as a sibling, or is personal data and it is not clear whether the information relates specifically to your client or not, e.g. telephone numbers.

I hope this is of assistance, however if you have any questions or concerns, please do get in touch.

Right of Appeal

You can ask the Council to review its handling of your request if you are unhappy with how it has been handled. If you remain unhappy following a review, you can refer your concerns to the UK Information Commissioner (ICO).

The ICO is the independent regulator for data protection law within the UK, and responsible for promoting and enforcing data protection rights. Their website is [www.ico.org.uk](http://www.ico.org.uk) which contains further details on how they can be contacted for advice.

Bear in mind, the Information Governance Unit and ICO can only review whether you have received all the information to which you are entitled under the SAR process. If you are unhappy with the nature of the information you have received, i.e. how the service has acted, you should progress such concerns through the Council's complaints process.

Information Compliance  
City of Edinburgh Council,  
Waverley Court Business Centre 2.1,  
4, East Market Street,  
Edinburgh,  
EH8 8BG

Email: [information.compliance@edinburgh.gov.uk](mailto:information.compliance@edinburgh.gov.uk)

If you would like to know more about how the Council processes personal data, please read the Privacy Notice on our website ([www.edinburgh.gov.uk/privacy](http://www.edinburgh.gov.uk/privacy)) or consult our Record of Processing:

[www.edinburgh.gov.uk/downloads/file/22748/gdpr\\_record\\_of\\_processing](http://www.edinburgh.gov.uk/downloads/file/22748/gdpr_record_of_processing)

If you would like to know more about data protection, or your information rights in general, the Information Commissioner's Office is responsible for promoting and enforcing the General Data Protection Regulation and the Data Protection Act 2018, and can also provide general advice regarding your information rights. In addition to the information online, they also have a telephone helpline, 0303 123 1113, which is charged at a local rate.

Yours sincerely

Gail  
Information Rights Officer  
Information Governance Unit  
Level 2.1, Waverley Court, Edinburgh EH8 8BG Tel 0131 200 2340  
[informationrights@edinburgh.gov.uk](mailto:informationrights@edinburgh.gov.uk) [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk)