

Our Ref: DPE25/26 – 426/SAR

Good Afternoon Raymond,

SUBJECT ACCESS REQUEST

I am writing to you regarding your email making a request for personal information on behalf of your client, Ian Burt.

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

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.

Kind regards,
Charlene

Charlene Byrne | Information Assurance and Data Protection Advisor | iTECS | Scottish Government
M1 Spur | Saughton House | Broomhouse Drive | Edinburgh | EH11 3XD | [Data Protection & Information Assets Mailbox](#)

My working hours are Monday - Wednesday

From: Charlene Byrne <Charlene.Byrne@gov.scot> **On Behalf Of** Data protection and information assets Mailbox
Sent: 03 November 2025 10:30
To: DSAR-ATMR <DSAR-ATMR@aikerlegal.org>
Cc: Data protection and information assets Mailbox <dpa@gov.scot>
Subject: FW: SAR25/26 - 426/Redress - NRS-DP-2025-994 - Raymond Baker - Request - 31 October 2025

Our Ref: DPE25/26 – 426/SAR

Dear Raymond,

SUBJECT ACCESS REQUEST

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

We have received 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 29/11/2025.

Kind regards,
Charlene

Charlene Byrne | Information Assurance and Data Protection Advisor | iTECS | Scottish Government
V Spur | Saughton House | Broomhouse Drive | Edinburgh | EH11 3XD | [Data Protection & Information Assets Mailbox](#)

My working hours are Monday - Wednesday

From: Freya Upton <Freya.Upton@nrscotland.gov.uk> **On Behalf Of** NRS : Data Protection
Sent: 31 October 2025 15:00
To: NRS : Government Records Branch Mailbox <z800904@gov.scot>; NRS : Court Legal Private Mailbox <CourtLegalPrivate@nrscotland.gov.uk>; Data protection and information assets Mailbox <dpa@gov.scot>
Cc: NRS : Data Protection <dataprotection@nrscotland.gov.uk>
Subject: SAR25/26 - 426/Redress - NRS-DP-2025-994 - Raymond Baker - Request - 31 October 2025

Dear all,

Please see attached SAR from Raymond Baker, Aiker Legal Ltd., on behalf of their client.

If anything further is required for searches, please let us know.

Kind regards,

Freya

Freya Upton | Information Governance Officer
National Records of Scotland | HM General Register House | 2 Princes Street | Edinburgh | EH1 3YY
Freya.Upton@nrscotland.gov.uk | www.nrscotland.gov.uk

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