

Dear Team Admin

GDPR/Data Protection Act 2018 (Data Protection Legislation) – Subject Access Request

I refer to your request for data relating to your clients records, received on 09/12/2025 Our reference FCIR: 62109.

Your Client: James Milne

Date of Birth: 22/7/1957

Please Note:- your request dated 11/12/2025 19:11 and acknowledged under reference FCIR: 62195 was a duplicate of this request and having phoned your company 16/12/2025 we agreed FCIR: 62195 could be closed – “Applicant withdrew Request” as it was a duplicate.

I am now pleased to attach a copy of the information you have requested relating to your clients time at St Margarets children home. This has been redacted in line with Data Protection principles.

In terms of the Data Protection Legislation, please find the following information as required by Law.

Purpose of processing:- Child in care

Categories of personal data concerned :- Personal data – Name, Address, Date of Birth. Special category- Health

Organisations Data shared with:- Care establishment

Retention:- In line with service retention policy

Who provided information (source):- Social Work

Existing profiling, and other automated processing:- N/A

Under article 15, we are required to advise you of your right to request rectification/restriction in relation to the information we hold. If you would like more details, please view the link below or contact dataprotection@fife.gov.uk . Information on all subject rights can be found via link below.

www.fife.org.uk/dataprotection

I trust this meets your requirements. 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 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/>

Yours sincerely

Gail Robertson

Information Specialist
Fife Council
Information Management & Requests Team

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