

Arnella Williams-Baker

From: Laura.Pitt@gov.scot on behalf of dpa@gov.scot
Sent: 17 December 2025 13:59
To: DSAR-ATMR
Cc: dpa@gov.scot
Subject: RE: Data Subject Access Request - Dorothy Menellis

Our Ref: DPE25/26 – 0616/RSAR

Dear Sir/Madam,

SUBJECT ACCESS REQUEST

I refer to your letter to National Records Scotland requesting a search of records in relation to your client, Ms Menellis

NRS have passed 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 **15 January 2025**

Kind Regards,
Laura

Laura Pitt

Senior Information Assurance and Data Protection Advisor

Information Assurance and Data Protection Branch | Digital Citizens Unit | Digital Directorate | Scottish Government

✉ laura.pitt@gov.scot



From: DSAR-ATMR <DSAR-ATMR@aikerlegal.org>

Sent: 12 December 2025 14:05

To: subjectaccess@eastrenfrewshire.gov.uk; NRS : Data Protection <dataprotection@nrscotland.gov.uk>

Subject: Data Subject Access Request - Dorothy Menellis

Dear Sirs

Client: Dorothy Menellis

Date of Birth: 30/09/1960

[Previous Names (if applicable): Dorothy Sinclair

Mother's name (including any maiden name): Margaret Sinclair (Armstrong)

Father's name: John Bradley Sinclair

Siblings: Elizabeth Sinclair, David Sinclair, Agnes Sinclair, Helen Sinclair, Catherine Sinclair (DOB's Unknown)

Address before care or area lived: 1 Love St, Kilwinning KA13 7LQ

We refer to the above and confirm we are instructed in respect of a Redress Scheme application. Please be advised that we are writing to the you in order to obtain the following information. As part of our client's application to the Redress Scheme Scotland, he advised us that he was within:-

Approximate Dates in Care: 1972 to 1976 approx

Institution(s): Client believes she was sent to Carswood House, near Johnstone


We are seeking to obtain records confirming this in support of his application to the Redress Scheme.

Please find attached a signed mandate on behalf of our client authorising the release of this information. If you require any further information, please do not hesitate to contact our office.

Yours faithfully,



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SRA number: 8004747

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