

Arnella Williams-Baker

From: Rebecca.Swales@gov.scot on behalf of dpa@gov.scot
Sent: 05 January 2026 14:36
To: DSAR-ATMR
Cc: dpa@gov.scot
Subject: Data Protection (DP) SAR25/26 - 616/Redress - Subject Access Request (NRS-DP-2025-1182) Response

Categories: External party could not locate client for DSAR.

Your Ref: Not Provided
Our Ref: SAR25/26 – 616/Redress

Dear Sirs

SUBJECT ACCESS REQUEST

I am writing to you regarding your email dated 12 December 2025, making a request for personal information on behalf of your client, Ms Dorothy Menellis (previously known as Dorothy Sinclair).

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
Rebecca

Rebecca Swales
Information Assurance and Data Protection Advisor | Digital Citizen Unit | Scottish Government

Pronouns: She/Her

Saughton House | Broomhouse Drive | Edinburgh | EH11 3XD |
[Data Protection & Information Assets Mailbox](#)

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