

Re: M. Conway - NRS-DP-2025-1107 - Michelle Sherratt - Response – 01 March 2026

From Mark.Corcoran@nrscotland.gov.uk <Mark.Corcoran@nrscotland.gov.uk>
on behalf of
dataprotection@nrscotland.gov.uk <dataprotection@nrscotland.gov.uk>

Date Sun 01/03/2026 10:53

 1 attachment (18 KB)
NRS-DP-2025-1107.xlsx;

Your reference: M. Conway
NRS reference: NRS-DP-2025-1107
SG reference: SAR25/26 – 531

Dear Michelle Sherratt,

Subject Access Request

Thank you for the subject access request of 01 December 2025 you made on behalf of your client.

Scottish Government (SG) Records

Closed Records

- National Records of Scotland (NRS) holds records on behalf of SG. These records include exempt/closed government files relating to approved and List D schools, children's homes, and prison and borstal services. SG remains the data controller for these records and makes all decisions on access.

- We carried out searches of the NRS archival catalogue for records relating to the establishment where your client was placed in, in the timeframe specified. The search results and details of the records we identified are in the attached spreadsheet.

SG is responsible for the exempt/closed record for St Joseph's Tranent, which is highlighted in blue.

Please note some ED files, including, St Joseph's Tranent (ED15/326 and ED15/384) consist of two parts: 1 and 2. Part 2's are the original records which are closed to public access as they contain information related to living individuals. Part 1's are copies of original records with all the personal information blanked out and are open to public access.

We also sent your request to the SG Information Assurance and Data Protection Branch (SG IADP) mailbox at dpa@gov.scot. This branch coordinates searches of the exempt/closed records for which SG are responsible. They will be in contact with you, unless they have already responded to a request you made for this information.

Open Records

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The open records identified in the attached spreadsheet are unlikely to contain any personal information, including that of your client. These records can be consulted in the Historical Search Room at General Register House, 2 Princes Street, Edinburgh, EH1 3YY. Further information is available on our website at: [Historical and Digital Archive Search Rooms | National Records of Scotland \(nrscotland.gov.uk\)](#). **If you plan to visit the search room, please ensure that you read the guidance in advance of your arrival and be aware that you will need a reader's ticket.**

Scottish Courts and Tribunals Service (SCTS) Records

NRS also holds historical court records on behalf of the [Scottish Courts and Tribunals Service](#) (SCTS). These include exempt/closed records created around the time a child was placed in care which may sometimes contain relevant information. Sheriff court records include Juvenile Court Registers (up until 1971), Social Work Court Records (1971 onwards) and 'B' Registers of summary applications. Other court records may also contain evidence of time spent in care, such as adult court records and parental divorce records.

Please note, some Sheriff Court record types have only survived for certain courts and in certain areas. For more information regarding court records, please see our [Time in Care Records](#) research guide.

Based on the information provided in your request, we have identified potential Sheriff Court record as follows:

- NRS ref: SC67/92/1-2 - Social Work applications and appeals, 1971-1982

SCTS is the data controller of these records, they make all decisions on searching and access. I will forward your request to their Data Protection Officer (email: dpo@scotcourts.gov.uk). They will be in contact with you, unless they have already responded to a request you made for this information.

Other resources

Care home, residential school and foster home records

- NRS is the archive of the Scottish Government (SG). The information produced by SG is about the direction of the care service across the whole country, but not individual care records. We may, for example, hold records about the Government's position on the provision of care, about the legislation governing care and directives about the regulation of residential care across Scotland, but NRS does not hold case files on residents of care homes, foster homes, or residential schools.

The case files of residents and the records of the schools and homes, should they have survived, tend to be held by the Council that had responsibility for providing care locally. The local authority archivists are often best placed to know the extent of the records held by the authority.

We recommend you contact the following organisation, and hopefully they might be able to help you further with your search:

- St Joseph's Tranent: [East Lothian Council Archives \(John Gray Centre\)](#) or contact De La Salle Brothers Great Provincial Archives email at admin@lasalleigbm.org or phone 01865 311 332.

Social work records

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NRS does not hold social service records. Social work records should be held by the appropriate local authority, and you should contact them to ask for their help in finding and accessing the relevant case files, if there are any. You could do this through the local Social Services Department, but you might also want to speak to the local authority archivists who are often best placed to know the extent of the records held by the authority.

The National Archives directory of archives lists contact details for local authority archives in the UK: <https://discovery.nationalarchives.gov.uk/find-an-archive>.

Medical/Health Records

While NRS does maintain the National Health Service Central Register (NHSCR), we do not hold health/medical records.

For access to health/medical records we usually recommend to make a subject access request directly to a place of treatment, e.g. hospital, GP practice or relevant [NHS Health Board](#). You will find information on how to access medical records on their individual websites.

Supplementary information

When you make a subject access request, we are required by data protection law to provide you with other information about how we process your personal data. Our main privacy notice provides further information about how we may process personal information: <https://www.nrscotland.gov.uk/privacy>.

Your right to request a review

If you are not satisfied with the way NRS has responded to your request or handled your information by the response from NRS to your Data Subject Request, you should first ask us to conduct an internal review.

Thereafter, if you still believe that NRS has not dealt with your complaint properly or if you believe your personal information is being processed in a way that does not comply with legislation you have the right to lodge a complaint with the Information Commissioner's Office. The ICO helpline number is 0303 123 1113, or you may access further information on their website <https://ico.org.uk/concerns/>.

I hope you find this information of assistance.

Kind regards,
Mark