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**Re: Data Subject Access Request - Mr Paul Hepburn**

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**From** Archive Enquiries <Archive.Enquiries@onfife.com>  
**Date** Thu 2026-04-23 1:35 PM  
**To** MMA Legal <evidence@mmalegal.co.uk>  
**Cc** Information Requests <Information.Requests@fife.gov.uk>

Dear MMA Legal

Thank you for contacting us. I have forwarded your email to the Information Requests Team in Fife Council (cc'd in).

Any Education or Social Work records that we have in OnFife Archives are held on behalf of Fife Council. It is the Information Requests Team that will coordinate the search for relevant information across Fife Council including the Council records held by us.

Kind Regards  
Andrew

Andrew Dowsey, Archives & Local Studies Manager  
[ON at FIFE ARCHIVES](#)

**Bankhead Central**

**Bankhead Park**

**Glenrothes**

**KY7 6GH**

**Tel. 01592 583352**



<http://www.onfife.com/>

Fife Cultural Trust (OnFife) Company limited by guarantee (incorporated in Scotland) Company Number: SC415704.  
Scottish Charity Number: SC043442 operating as OnFife.

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**From:** MMA Legal <evidence@mmalegal.co.uk>  
**Sent:** 22 April 2026 20:19  
**To:** Archive Enquiries <Archive.Enquiries@onfife.com>  
**Subject:** Data Subject Access Request - Mr Paul Hepburn

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Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018

Client Name: Mr Paul Hepburn  
Client Address: 68 Osborne Crescent Dumfries, DG29JU  
Client Reference: 100200  
Date of Birth: 12/01/1988  
Also Known As:  
Name in Care:

Dear Sir/Madam,

We act on behalf of the above-named individual who was placed in residential care at the institution(s) referenced below during the approximate period stated.

Approximate Dates of Placement:

- Lady Acre School, Dumfries : 2000-2000
- Moorhouse Residential Home, Bathgate : 2000-2002

We submit this request under Article 15 of the UK General Data Protection Regulation and the Data Protection Act 2018.

We expect a response within the statutory one calendar month period. If you require an extension, please confirm this in writing with full justification.

Please find the enclosed request.

We thank you for your assistance in this matter.

Yours faithfully,

Investigations Team  
MMA Legal  
E: [evidence@mmalegal.co.uk](mailto:evidence@mmalegal.co.uk)  
T: 0161 563 0816

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Company Number SC415704 / A Scottish Charity: charity number SC043442

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