



RE: Data Subject Access Request - Ms Sharon Stevens

From Edinburgh City Archives <Archives@edinburgh.gov.uk>
Date Thu 2026-04-23 10:29 AM
To MMA Legal <evidence@mmalegal.co.uk>
Cc Information Rights <InformationRights@edinburgh.gov.uk>

Dear Investigations Team,

Thank you for your email.

Requests for personal information are processed and managed by the Information Rights Team. **Please see the link below for more information about how to submit a Subject Access Request:**

[Make a subject access request – The City of Edinburgh Council](#)

Again, we have cc'd the Information Rights Team into this email so that your request can be logged and they can advise further.

All the best,

Ash

Please note that I do not work on Fridays.

Ashleigh Thompson | Records & Archives Officer | Information Governance Unit | Governance and Democratic Services | Chief Executive's Office | The City of Edinburgh Council | Edinburgh City Archives, Level 1, City Chambers, Edinburgh, EH1 1YJ | 0131 529 4616 | Web: www.edinburgh.gov.uk | [Find us on Facebook](#)

Watch the Council and Committee meetings live or on playback at <http://www.edinburgh.gov.uk/webcast>

From: MMA Legal <evidence@mmalegal.co.uk>
Sent: 22 April 2026 20:25
To: Edinburgh City Archives <Archives@edinburgh.gov.uk>
Subject: Data Subject Access Request - Ms Sharon Stevens

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

Client Name: Ms Sharon Stevens
Client Address: 4/5 New Arthur Place, Edinburgh, EH8 9TH
Client Reference: 100045
Date of Birth: 23/12/1975
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:

- Mills Park Children's Home: 1988-1989
- Moore House Residential School: 1988-1990
- Oxgangs Childrens Home : 1988-1990

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
 T: 0161 563 0816

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