



RE: Data Subject Access Request - Miss Lisa Scott

From Edinburgh City Archives <Archives@edinburgh.gov.uk>
Date Thu 2026-04-23 1:28 PM
To MMA Legal <evidence@mmalegal.co.uk>
Cc Information Rights <InformationRights@edinburgh.gov.uk>

Dear Investigations Team,

I believe that our service manager has been in contact with your team to explain how to submit these requests moving forward. Please send these requests to our Information Rights Team:

informationrights@edinburgh.gov.uk

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](#)

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From: MMA Legal <evidence@mmalegal.co.uk>
Sent: 23 April 2026 13:15
To: Edinburgh City Archives <Archives@edinburgh.gov.uk>
Subject: Data Subject Access Request - Miss Lisa Scott

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

Client Name: Miss Lisa Scott
Client Address: 14 Bremners Walk , Wick, KW1 5HU
Client Reference: 100332
Date of Birth: 16/08/1988
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:

- Drylaw Childrens Home, 135 Easter Drylaw Dr Edinburgh, EH4 2RX: 2000 - 2001
- St Catherines Secure Unit Edinburgh. : 2001-2002

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
 T: 0161 563 0816

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