



Automatic reply: Data Subject Access Request - Mr Michael Tarbett

From TAY informationgovernance <TAY.informationgovernance@nhs.scot>

Date Wed 2026-04-15 3:17 PM

To MMA Legal <evidence@mmalegal.co.uk>

Normal working hours: Monday - Friday 9am - 5pm**Subject Access Requests**

If your request relates to Medical Records, please apply directly via the online portal [Privacy Web Form](#) or link to online portal on our website [NHS Tayside](#)

Otherwise your request will be dealt with under the terms of the UK GDPR and the Data Protection Act 2018. Under that legislation we will aim to provide your requested data within one calendar month of receiving your request. We might need to contact you to clarify your request, in which case the clock will be paused.

If your request proves to be particularly complex, we may take up to a further 60 days to comply. We will advise you as soon as possible if this is the case.

Freedom of Information Requests

Your request will be dealt with under the terms of the Freedom of Information (Scotland) Act 2002. You should receive a response within 20 working days.

If you have any queries, please contact 01382 740074

Caldicott Applications/Queries

If you are requesting a new application, we will launch this online for you and you'll get an email from One Trust with a link to the online application form. Submitted applications will be reviewed then sent to the Caldicott Guardian for authorisation. An approval letter will be sent to you, normally within four weeks. If you have a Caldicott related query and wish to speak with a member of the team, please call 01382 740074 (Internal 70249 or 54480)

Information Security/Data Protection Act 2018

If your enquiry relates to Information Security or Data Protection, a member of the Information Governance Team will be in contact. If you wish to speak with a member of the team, please call 01382 740074 (Internal 70230 or 70436) and your call will be directed to the most appropriate person.

Corporate Records

If your enquiry relates to corporate records, please call 01382 740074 (Internal 70203).

General Enquiries

If your enquiry is of a more general nature, a member of the Information Governance and Cyber Assurance Team will contact you.

***** The NHS Tayside Public Holidays for 2026/27 are listed below and the Information Governance and Cyber Assurance Team Office will be closed on these dates *****

Monday 6 April, Monday 4 May, Monday 15 June, Monday 27 July, Monday 12 October, Friday 25 and Monday 28 December 2025. Friday 1 and Monday 4 January 2027.

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