



RE: NRS-DP-2026-525 - MMA Legal - Request for clarification and acknowledgement - 21 April 2026

From dataprotection@nrscotland.gov.uk <dataprotection@nrscotland.gov.uk>

Date Tue 2026-04-21 2:52 PM

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

Cc dataprotection@nrscotland.gov.uk <dataprotection@nrscotland.gov.uk>

Your reference: 100003

NRS reference: NRS-DP-2026-525

Dear MMA Legal,

Thank you for the subject access request of 21 April you made on a behalf of your client, A. Clelland.

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 remain the data controller for these records and makes all decisions on access.

Therefore, we forwarded your request to the SG Information Assurance and Data Protection Branch mailbox at dpa@gov.scot and the team will coordinate searches of these records and respond to you directly.

Clarification request

Most of the records NRS holds are not indexed by the names of individuals. Therefore, we need the information requested below to allow us to carry out effective searches. If you do not provide these details, we may not be able to find the information you are seeking.

- How long was your client placed at Creagdu Children's Home.
- Any other names your client has been known by, please include maiden name if relevant or any aliases.
- The address of your client immediately before they were placed in care. If this is not known the name of the town, city and/or local authority will be sufficient.
- The names of your client's parents.
- A signed copy of your client's mandate.

We will send one reminder following our request for clarification, and after a period of 30 days, a final email to inform you we will be closing the SAR.

If we receive the requested information before the closure date, we will process your request under the same reference number. However, if you send us the requested information following the closure date, we will process your SAR as usual but with a new reference number.

These requests are complex in nature, and we endeavour to respond promptly and, in any case, within three months of receipt. We apologise for the delay and any problems this causes.

You may find it helpful to know we created guidance '[Time in care records](#)' which provides information on records NRS holds.

In the meantime, if you have any questions, please contact us by quoting your case number: **NRS-DP-2026-525**.

Kind regards,

Lorna

Lorna Cameron

Senior Information Governance Officer | Information Governance | Customer Services, Operations and Archives

National Records of Scotland | Lorna.Cameron@nrscotland.gov.uk | www.nrscotland.gov.uk

From: MMA Legal <evidence@mmalegal.co.uk>

Sent: 21 April 2026 09:30

To: NRS : Data Protection <dataprotection@nrscotland.gov.uk>

Subject: Data Subject Access Request - Mrs Agnes Clelland

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

Client Name: Mrs Agnes Clelland

Client Address: 39 Rennie Road, Glasgow, G65 9PQ

Client Reference: 100003

Date of Birth: 08/09/1955

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:

- Creagdhu Children's Home: 1958

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

MMA Legal Limited, a company registered in England and Wales with registered number 13900519

Authorised and regulated by the Solicitors Regulation Authority number 8000579

Registered Office: Stok, Princes Street, Stockport SK1 1RY

This email and any attachments are confidential and intended solely for the individual or entity to whom they are addressed. If you have received this email in error, please notify the sender immediately and delete it from your system.

Any unauthorised use, disclosure, copying, or distribution of this communication is strictly prohibited.

We process personal data in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Personal information contained within this communication must be handled securely and only for its intended purpose.

Whilst we take reasonable steps to ensure the accuracy of information contained in this email, no liability is accepted for any reliance placed on its contents. Nothing in this email constitutes legal or financial advice unless expressly stated.

This e-mail (and any files or other attachments transmitted with it) is intended solely for the attention of the addressee(s). Unauthorised use, disclosure, storage, copying or distribution of any part of this e-mail is not permitted. If you are not the intended recipient please destroy the email, remove any copies from your system and inform the sender immediately by return.

Communications with the Scottish Government may be monitored or recorded in order to secure the effective operation of the system and for other lawful purposes. The views or opinions contained within this e-mail may not necessarily reflect those of the Scottish Government.
