

Glyn Lloyd – Executive Director

Children and Families Service
Children's Services
Seymour House
274 Clepington Road
Dundee DD3 8DY

Tel 01382 307940

If calling, please ask for:

Sharon Wallace – 01382 307979

e-mail: sharon.wallace@dundee.gov.uk

Our Ref SW/GB

Your Ref

Date: 18.08.2026

Dear Andrew

Re: Subject Access Request (SAR)

Please find enclosed along with this cover letter, all documents you have requested and are entitled to as part of your Subject Access Request.

You may see dark lines/redactions throughout the documents; this is due to various exemptions being applied to information you are not entitled to:

- **Third party or other people's information**

If you are unsatisfied in any way, you have the right to lodge a complaint with the ICO or another supervisory authority:

- We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at: infogov@dundee.gov.uk or by telephone on 01382 434206
- However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 0165 545 745. Visit their website for more information at – <https://ico.org.uk/concerns>. To view a Privacy Notice regarding how Children and Families Service manages your data please see <https://www.dundee.gov.uk/service-area/children-and-families-service/privacy-statement-for-dataprotection-in-children-and-family-service>

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Yours Sincerely,



Sharon Wallace
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274 Clepington Road Dundee
DD3 8DY
Sharon.wallace@dundeecity.gov.uk

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