

Chief Executive's Office

Chief Governance Officer: Catriona Caves

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Our Ref: SAR/2026/159

Your Ref:

Date: 09 July 2026

If phoning or calling ask for: Mrs Courtney Buchanan



MMA Legal
Solicitors
43-59 Princes Street
STOCKPORT
SK1 1RY

Sent by E-mail

Dear Sir/Madam

UK GENERAL DATA PROTECTION REGULATION (UK GDPR) – SUBJECT ACCESS REQUEST

APPLICATION NAME: Fiona Lockhart

OUR REF: SAR/2026/159

Thank you for your Subject Access Request and supporting documents in relation to the above, received by us today.

I have made arrangements to gather the relevant information together for you and will be back in touch to arrange the most appropriate form of access. The statutory time scale for providing this information to you is one calendar month. Please note if your request is large and detailed then it may take up to three months to provide the information, we will of course aim to get any records held to you before this date.

Meantime, if you require any further advice or assistance relating to this Subject Access Request please do not hesitate to contact me.

Yours sincerely

COURTNEY BUCHANAN

Information and Data Compliance Officer

Our Privacy Notice

As the 'data controller' for the personal information – or data – we hold about you, South Ayrshire Council decides how your personal information is used or processed, and what it is used for. Our service will always let you know exactly what we will do with your personal information – what information we collect, why we collect it and what we do with it.

We will do this via a 'Privacy Notice'. Our Subject Access Request Privacy Notice is available at: <https://www.south-ayrshire.gov.uk/privacy-notices/>.

If you require a printed copy of this Privacy Notice or wish to discuss its contents please do not hesitate to contact the Data Protection Team.