
NRS-DP-2026-742 - MMA Legal - Acknowledgement and request for clarification - 11 May 2026 - Your ref: 100278/G Harkness

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

Date Mon 2026-05-11 4:34 PM

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

Cc dataprotection@nrscotland.gov.uk <dataprotection@nrscotland.gov.uk>; dpa@gov.scot <dpa@gov.scot>

Your reference: 100278/G Harkness
NRS reference: NRS-DP-2026-742
SG reference: SAR26-27 - 409-Access - DSAR

Dear Sirs,

Thank you for the subject access request of 11 May 2026 you made on a behalf of your client to SG Information Assurance and Data Protection Branch (IADP) Branch. SG IADP forwarded your request to us as we may hold in our custody other records which may be relevant to your enquiry including open government files, other prison and borstal records, and court records.

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.

- **Are there any other names your client is, or have been known by? Please include 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.**

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-2026-742.**

Kind regards,

Maggie

Malgorzata (Maggie) Palgan | Senior Information Governance Officer

National Records of Scotland | HM General Register House | 2 Princes Street | Edinburgh EH1 3YY
Malgorzata.Palgan@nrscotland.gov.uk | www.nrscotland.gov.uk

Preserving the past | Recording the present | Informing the future
Follow us on Twitter: @NatRecordsScot | <http://twitter.com/NatRecordsScot>

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.
