
RE: FCIR:64299 Data Subject Access Request - Mr William Sime Leighton

From Gemma Harrison <Gemma.Harrison@fife.gov.uk>

Date Wed 2026-06-10 1:29 PM

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

Dear Investigations Team,

GDPR/THE DATA PROTECTION ACT 2018 (DATA PROTECTION LEGISLATION) – SUBJECT ACCESS REQUEST

I refer to your information request received on 16/04/2026, our ref FCIR: 64299.

I am writing to sincerely apologise for the delay in responding to your Subject Access Request.

The information for your request has been collated and is awaiting detailed review. As part of this process, all information must be carefully checked to ensure that any third-party personal data is appropriately considered and redacted where necessary. This is a thorough and time-intensive stage, and requests are progressed in order of size, complexity, and due date.

Due to the volume and complexity of requests currently being managed within our team, this stage is taking longer than anticipated. I appreciate this will be frustrating, and I am sorry for the delay this has caused.

At present, I am unable to provide a specific completion date. However, please be assured that your request remains in progress.

In the meantime, if there is any particular information you require urgently, please let me know and I will do my best to assist where possible.

You also have the right to request a review of how we have handled your request. I have included our review process below:

If you are not satisfied with the way we have handled your request, you may wish to request a review of the decision. Please write to: Head of Legal & Democratic Services, Finance & Corporate Services, Fife House, North Street, Glenrothes, KY7 5LT or email to info.review@fife.gov.uk within three months of receiving this correspondence or from the date you submitted your request, whichever is the later date. Where the outcome of the review fails to resolve the matter to your complete satisfaction you may wish to contact the Information Commissioner's Office to raise your concern or complaint. The ICO can be contacted in writing at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or telephone: 0303 123 1113 or online: <https://ico.org.uk/make-a-complaint/data-protection-complaints/>

Yours sincerely,

Gemma

Gemma Harrison | Information Specialist

Information Management & Requests Team | Customer & Online Services | Fife Council | Fife House, North Street, Glenrothes, Fife KY7 5LT

T: Ext 444511

E: Information.requests@fife.gov.uk

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

Sent: 16 April 2026 10:22

To: Information Requests <Information.Requests@fife.gov.uk>

Subject: FCIR:64299 Data Subject Access Request - Mr William Sime Leighton

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

Client Name: Mr William Sime Leighton

Client Address: 28 Guinness Close, Hayes, UB3 1QG

Client Reference: %Client_ID%

Date of Birth: 26/01/1957

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:

- Fife Council – Social Work Services: 1963
- Dundee Social Service Department : 1964
- Fife Council – Social Work Services: 1965

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

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Fife Council
