



Outlook

Re: FCIR:64554 Data Subject Access Request - Miss Kay Thomson

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

Date Mon 2026-07-27 9:42 AM

To Ewan Robertson <Ewan.Robertson@fife.gov.uk>

Good morning,

Referring to the Subject Access Request, your reference, FCIR: 64554, in relation to our client's social work records.

I can confirm that the online portal is a suitable method for the transfer of our client's records, please could you upload the files to the secure portal and provide us with the correct guidance on how to access these.

We hope to hear from you in due course.

Kind regards

Lois

Investigations Team

MMA Legal

E: Evidence@mmalegal.co.uk

T: 0161 570 0550



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From: Ewan Robertson <Ewan.Robertson@fife.gov.uk>

Sent: 24 July 2026 11:33 AM

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

Subject: RE: FCIR:64554 Data Subject Access Request - Miss Kay Thomson

Good Morning,

I refer to the below Subject Access Request, our reference, FCIR: 64554. This request is in relation to your clients social work records.

I can confirm that the information that you have requested is now ready to be released.

Your information will be provided to you via a secure online portal called Objective Connect, as email is not an effective method for transferring large volumes of data.

If you could please confirm that this is suitable, I will arrange for the files to be uploaded to the secure portal and email you with some guidance on how to access these.

Kind Regards
Ewan

Ewan Robertson | Information Specialist

Information Management & Requests Team | Customer & Online Services | Fife Council | Fife House, North Street, Glenrothes, Fife KY7 5LT
Email: Information.Requests@fife.gov.uk

From: Ewan Robertson

Sent: 10 June 2026 18:12

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

Subject: RE: FCIR:64554 Data Subject Access Request - Miss Kay Thomson

Good Afternoon,

Thank you for your email and I do apologise for the delay in getting back to you.

I am currently working on completing the redactions for this case and will look to provide with a response as soon as possible. Due to the volume of information held, this process is taking longer than anticipated. However, please be assured that this is being actively progressed and the information will be provided once the necessary redactions have been completed.

Kind Regards
Ewan

Ewan Robertson | Information Specialist

Information Management & Requests Team | Customer & Online Services | Fife Council | Fife House, North Street, Glenrothes, Fife KY7 5LT
Email: Ewan.Robertson@fife.gov.uk

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

Sent: 08 June 2026 11:18

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

Subject: Re: FCIR:64554 Data Subject Access Request - Miss Kay Thomson

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Good morning,

Thank you for your previous email. We note its contents.

Could you kindly provide us with an update as to your current position in providing us with our clients' records.

If you require further information to help your search, don't hesitate to contact us.

We look forward to hearing from you in due course.

Kind regards,

James
Investigations Team
MMA Legal

E: Evidence@mmalegal.co.uk
T: 0161 570 0550



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From: Information Requests <Information.Requests@fife.gov.uk>
Sent: 01 May 2026 11:19 AM
To: MMA Legal <evidence@mmalegal.co.uk>
Subject: RE: FCIR:64554 Data Subject Access Request - Miss Kay Thomson

Dear Investigations Team,

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

Thank you for your information request received on 29/04/2026, our ref FCIR: 64554.

In requesting information with regard to your clients records. This constitutes a Subject Access Request under the General Data Protection Regulation 2018.

Due to this we are dealing with your request in terms of the General Data Protection Regulation 2018, in terms of Article 15 of the Regulation. We have up to one calendar month to provide your response once we receive a valid request. For your request to be valid we need proof of ID and your name, address and a description of the information you require. Clarification may also be required to ensure we understand your request and the information you require.

If your request is excessive, we may require that you provide further information to reduce the scope of your request. If this is not possible to do, we may be required to extend your request to up to 90 calendar days or apply a cost. If a cost is to be applied you will be advised of this prior to us working on your request, with advice on how to make the payment.

As data controller Fife Council is entitled to ask for reasonable proof of ID in order to process your request.

In this instance we have received the attached mandate and therefore do not require further ID at this time.

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 e-mail 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
Ewan Robertson

Ewan Robertson | Information Specialist

Information Management & Requests Team | Customer & Online Services | Fife Council | Fife House, North Street, Glenrothes, Fife KY7 5LT
Email: Information.Requests@fife.gov.uk

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

Sent: 29 April 2026 12:28

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

Subject: FCIR:64554 Data Subject Access Request - Miss Kay Thomson

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

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

Client Name: Miss Kay Thomson

Client Address: Flat 5 39 Mitchell Street , Edinburgh, EH6 7AR

Client Reference: 100875

Date of Birth: 12/07/1984

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:

- Crossgate care home, Fife : 1999 -2000

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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