
RE: SAR26-27 - 355-Access - Redress - 100094 - NRS-DP-2026-679 - Request for photo ID

From dpa@gov.scot <dpa@gov.scot>
Date Thu 2026-05-07 5:41 PM
To evidence@mmalegal.co.uk <evidence@mmalegal.co.uk>
Cc dpa@gov.scot <dpa@gov.scot>

Our Ref: SAR26-27 - 355-Access - Redress

Dear Sirs

I refer to your letter to National Records Scotland requesting a search of records in relation to your client, Kevin Smith.

NRS have passed your request to the Information Assurance and Data Protection team at the Scottish Government to enable a search of records held by the Directorate for Children and Families to be conducted.

In order for us to proceed we require proof of identity, for example a copy or scan of your client's passport, driving license or other photo ID card. **When submitting a subject access request to the Scottish Government and organisations such as National Records of Scotland, can I please ask that you provide photo ID with all future requests to allow the Scottish Government to start the processing immediately?**

Please return this to dpa@gov.scot. Your request will be closed in 40 days if we do not receive this proof of identity.

The one calendar month period allowed for response to your request will continue on receipt of this information.

Yours faithfully

Eva

**Eva Jacob | Information Assurance and Data Protection Branch
Digital Citizens Unit | Digital Directorate | Scottish Government**



From: MMA Legal <evidence@mmalegal.co.uk>
Sent: 06 May 2026 17:35
To: NRS : Data Protection <dataprotection@nrscotland.gov.uk>
Subject: Data Subject Access Request - 100094

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

Client Name: Mr Kevin Smith
Client Address: 68 Main Street, Lochgelly, KY5 9AA
Client Reference: 100094
Date of Birth: 08/08/1970
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:

- Rimbleton House: 1983
- Melbow House : 1984
- Rossy Farm: 1985

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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