
RE: FCIR:64673 Data Subject Access Request - Mr Stephen Gourdie

From Information Requests <Information.Requests@fife.gov.uk>

Date Fri 2026-05-08 4:18 PM

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

Dear Investigations Team,

**GDPR/THE DATA PROTECTION ACT 2018 (DATA PROTECTION LEGISLATION) – SUBJECT ACCESS REQUEST
MR STEPHEN GOURDIE, DATE OF BIRTH: 27/06/1990**

Thank you for your information request received on 06/05/2026, our ref FCIR: 64673.

In requesting information with regard to your client's childhood records, you are essentially asking for personal data. This constitutes a Subject Access Request under the General Data Protection Regulation.

Due to this we are dealing with your request in terms of Article 15 of the General Data Protection 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.

Thank you for providing your client's mandate. We are working on your request and will provide you with our response as soon as possible.

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: 06 May 2026 17:33

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

Subject: FCIR:64673 Data Subject Access Request - Mr Stephen Gourdie

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

Client Name: Mr Stephen Gourdie

Client Address: 38 Lindores Drive, Kirkcaldy, KY2 6PH

Client Reference: 100891

Date of Birth: 27/06/1990

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:

- Carolina House Trust : 1997
- Saint Phillips : 2002

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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Registered Office: Stok, Princes Street, Stockport SK1 1RY

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