
Re: Subject Access Request Under the Data Protection Act 2018

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

Date Wed 2026-06-10 9:28 AM

To info@moray.gov.uk <info@moray.gov.uk>

Good morning,

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

The contents of our request letter are as follows:

Client Name: Miss Frances Mackie

Client Address: 14 Park Place, Lossiemouth, IV31 6DW

Client Reference: 100225

Date of Birth: 16/05/1967

Also Known As: Frances Elizabeth Gordon

Name in Care: Frances Elizabeth Gordon

Dear Sir/Madam,

We act on behalf of the above-named client, who was placed in residential care at the institution(s) referenced below during the approximate period stated.

Approximate Dates of Placement:

- Andrew Thompson House, Elgin: 1978-1978
- Forrest Group Children home, CULBIN ROAD, FORRES, MORAY, IV36: 1978-1979
- Balnacraig - Perth PH2 7AR: 1979-1981

This request is made under Article 15 of the UK General Data Protection Regulation and Section 45 of the Data Protection Act 2018.

Scope of Request

We request disclosure of all personal data held in relation to our client, across all systems and formats, including but not limited to:

- Admission and discharge records
- Full placement history, including transfers between care settings
- Social work records, case files, and assessments
- Daily logs, key worker notes, and case notes
- Incident reports, safeguarding records, and protection referrals
- Case conference notes, reviews, and internal assessments
- Complaints, investigations, and outcomes
- Correspondence between staff, local authorities, and external agencies
- Records shared with or held by third-party care providers acting on your behalf

- Medical, psychological, or educational records held within the care file
- Photographs or other documentation relating to our client's time in care
- Records identifying staff members and roles involved in their care

Historical and Archived Records

Given the historical nature of this request, we require that all reasonable and proportionate searches are undertaken, including:

- Archived and off-site storage
- Legacy systems, including paper, microfiche, and scanned records
- Records held under previous authority names, reorganisations, or successor bodies
- Records held by contracted, private, or voluntary sector care providers commissioned by your authority

Placement and Authority Clarification

Where records indicate placement in additional care settings, we request:

- Details of those institutions
- Dates of placement
- The commissioning or responsible authority

This information is required to ensure a complete and accurate record of our client's time in care.

Format of Disclosure

Please provide the information in electronic format where possible. Where records exist only in non-digital formats, scanned copies will be acceptable.

Enclosures

We enclose:

- Signed authority from our client
- Proof of identity

Should you require any further information to process this request, please advise promptly.

Statutory Timeframe

We expect a response within the statutory one calendar month period. If you require an extension, please confirm this in writing with full justification.

Non-Holding of Data

If your organisation does not hold the requested data, we require:

- Formal written confirmation of this position
- Details of any organisation believed to hold the data, including successor or archive bodies where applicable

Service of Documents

We only accept service of documents via email at evidence@mmalegal.co.uk. Should you for any reason be unable to send documents to the above email, please notify us via the same email imminently.

As you have already been in receipt of our signed mandate and proof of ID, we will expect a response with our clients' records enclosed.

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: info@moray.gov.uk <info@moray.gov.uk>
Sent: 08 May 2026 1:59 PM
To: evidence@mmalegal.co.uk <evidence@mmalegal.co.uk>
Subject: Subject Access Request Under the Data Protection Act 2018

Reference: 101003994965

Dear MMA Legal Investigations team

SUBJECT ACCESS REQUEST UNDER THE DATA PROTECTION ACT 2018

Thank you for your Subject Access Request on behalf of Ms Frances Mackie, received 2026-05-07. This is being dealt with under the Data Protection Act 2018.

Please note, with your email you enclosed proof of ID and a mandate; however, the actual request letter appears to have been missing from your email. Please could you check and if applicable, re-send?

If you have any queries, please email info@moray.gov.uk.

Upon receipt of the request letter, we will have one calendar month to deal with your request, but hope to have the information to you as soon as possible.

Further information on the Data Protection Act 2018 can be obtained by visiting www.moray.gov.uk.

A copy of our privacy notice is attached to the ' SAR form' available at http://www.moray.gov.uk/moray_standard/page_119859.html

Yours sincerely,

Imke Henderson

Information Co-Ordinator

The Moray Council

info@moray.gov.uk