
Re: Subject Access Request - Further Information Required (PKCIR:8966) - Your Ref: 100887

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

Date Fri 2026-06-12 1:20 PM

To Data Protection <DataProtection@pkc.gov.uk>

Good afternoon,

Client Name: Mr Ronald Mcrobb

Client Address: 8/5 Northcote Street, Edinburgh, EH112HL

Client Reference: 100887

Date of Birth: 30/12/1957

Also Known As: Ronnie Mcrobb

Name in Care: Ronnie Mcrobb

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:

- glasclune house north berwick: 1961-1972

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.

Yours faithfully,

James
Investigations Team
MMA Legal

E: Evidence@mmalegal.co.uk

T: 0161 570 0550



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From: Data Protection <DataProtection@pkc.gov.uk>

Sent: 28 May 2026 4:55 PM

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

Subject: Subject Access Request - Further Information Required (PKCIR:8966) - Your Ref: 100887

Good afternoon

Subject Access Request - Additional Information Required

Your ref: 100887

I refer to your request for information on behalf of your client, Mr Ronald Mcrobb, which we received today, 28 May 2026.

Details of the information you require was not included in your email, can you please provide this information at your earliest convenience.

I must advise that, until this information is received, your request will be on hold. However, once I received this information, I will be able to continue with your request. Please quote our reference PKCIR:8966 in any correspondence in relation to this request.

Yours sincerely,

Information Officer

Information Rights Team
Legal & Governance Services
2 High Street
Perth
PH1 5PH

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